

# Friends of Hawthorne Budget Planning | Funding Request Form 2022-2023

Teachers, Parents/Guardians, Staff, Administrators, Students, and FOH Members:

To have your budget request considered in next year's FOH budget, please complete this form and email it to [treasurer@friendsofhawthorne.org](mailto:treasurer@friendsofhawthorne.org) and [president@friendsofhawthorne.org](mailto:president@friendsofhawthorne.org) or leave a paper copy in the FOH mailbox in the school office (or, do both). Please keep a copy for yourself.

**Return by:**

- **The end of April 2023** (to be considered for the 2023-2024 school year's budget)
- **The end of December 2022** (for mid-year emerging requests)

Budget requests will be discussed at the May FOH meeting when the draft budget is reviewed with the membership. The budget will be formally voted on at the June FOH general meeting. Emerging requests will be reviewed at a scheduled FOH board meeting (or general meeting) and will need to be voted on at a FOH general meeting (if above \$400).

**Name of Requester:**

**Title/Position:**

**Best Email Contact:**

**Phone:**

**Signature:**

**Date:**

**Title of Budget Request:**

**Amount:**

*Please check all boxes that apply to the request:*

<u>Scope of Impact</u>	<u>STEAM?</u>	<u>Other?</u>
<input type="checkbox"/> School-Wide Reach	<input type="checkbox"/> STEM-related	<input type="checkbox"/> Event
<input type="checkbox"/> Grade-Band Reach	<input type="checkbox"/> Arts-related	<input type="checkbox"/> Supplies
<input type="checkbox"/> Classroom-Specific Reach	<input type="checkbox"/> Project-based learning	<input type="checkbox"/> Field Trip
<input type="checkbox"/> Select Students		<input type="checkbox"/> _____

**Describe how the budget request will be used.** (If relevant, please explain how it relates to STEAM.)

**Describe how many students and/or families will be impacted by these funds.** (If relevant, describe the unique needs of this population).

**Explain exactly what the dollar amount requested will be used for.**