

Process for Requesting Funds from Friends of Hawthorne

Is your request for funds for the next school or for this school year? Based on the need, please follow the instructions below to request funds from FOH.

- Requests for funds for the next school year are part of our **Annual Budget Planning** process. The request forms are **due by the end of March**.
- Requests for funds this school year will be considered as an **Emerging Need** at a regular FOH monthly meeting and are **due by the end of December**.

Annual Budget Planning / How to submit a request for funding next year

1. [Complete the FOH Funding Request Form online](#). Paper forms are located in the staff lunch room, hanging in the plastic folder. This form is updated annually. Check the date on the form.
2. If you completed a paper form, please email it to treasurer@friendsofhawthorne.org and president@friendsofhawthorne.org or leave a paper copy in the FOH mailbox (preferably do both). *Please keep a copy for yourself.*

Budget requests will be discussed at the April FOH board meeting. The budget will be formally voted on at the May FOH general meeting.

Emerging Need / How to submit a request for funding this year

While we cannot guarantee funding, we encourage our community to submit requests to address emerging needs. FOH will review your request and notify you of next steps within 30 days of your submitted application.

1. [Complete the FOH Funding Request Form online](#). Paper forms are located in the staff lunch room, hanging in the plastic folder. This form is updated annually. Check the date on the form.
2. If you completed a paper form, please email it to treasurer@friendsofhawthorne.org and president@friendsofhawthorne.org or leave a paper copy in the FOH mailbox (preferably do both). *Please keep a copy for yourself.* The FOH mailbox is only checked weekly.
3. If funding is needed before the 30-day review process, please contact the FOH Treasurer at treasurer@friendsofhawthorne.org

FOH will review your request and may ask for additional information to support a decision. The request may require a vote of approval at a FOH general meeting. Please keep in mind that the board only meets monthly.

DO NOT spend money first and then ask for reimbursement. This is to ensure that everyone has the opportunity to request funds, for due process, and to allow FOH to make purchases.

Not every request will be approved. FOH has a mission to build a quality STEAM focus for our school and works to ensure that equity, inclusion, and access is at the heart of all our decisions.

Questions? Please email us at: treasurer@friendsofhawthorne.org