

# Gateway Friends & Family Teacher & Staff Project/Supplies Request Form

Teacher/Staff Member's Name: \_\_\_\_\_ Grade: \_\_\_\_ HR Room #: \_\_\_\_ Subject: \_\_\_\_\_

1. Is this request only for your classroom? Yes (move to question # 2) / No (continue to question #A)

A) Which other classroom/ teacher/ grade/ subject is this for?

Teacher/Staff Member's Name: \_\_\_\_\_ Grade: \_\_\_\_ HR Room #: \_\_\_\_ Subject: \_\_\_\_\_

Teacher/Staff Member's Name: \_\_\_\_\_ Grade: \_\_\_\_ HR Room #: \_\_\_\_ Subject: \_\_\_\_\_

(Additional space is provided on the back of this paper if needed)

2. Item(s) Requested: \_\_\_\_\_

3. Amount of Request: \$ \_\_\_\_\_

4. What is the reason the item(s) are needed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. How will the item(s) benefit you students in the long run? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. How many students (estimated) will the item benefit this school year? \_\_\_\_\_

7. Will the above mentioned item(s) benefit students attending Gateway in future years? Yes / No

8. How so? \_\_\_\_\_

9. This request form should be returned to the GFF mailbox when completed with all appropriate receipts, estimates, proposals, etc. for the request to be considered.

GFF Officers Approval: Yes / No Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount Approved: \$ \_\_\_\_\_

Officers Names: 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Officers Signatures: 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

GFF Members in attendance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We encourage you to fill out the application for items you feel will enrich our student's educational experience while attending Gateway Lab School.**

**Project/Supplies Request Guidelines**

The GFF has budgeted a total of \$1,000 for the Teacher & Staff Project/Supplies Program for the 2016-17 school year. We encourage you to take the time to request any items that you feel will enrich your student's educational experience at GLS. The requested items should benefit Gateway Lab School students during the school day, during Gateway Lab School Clubs, or at Gateway Lab School Events. It is preferred, but not mandatory, that the item(s) will be able to be used for multiple school years.

All items purchased with GFF funds shall remain the property of Gateway Lab School. If the teacher/staff member should leave Gateway Lab School for any reason the above-mentioned items are not to go with them without expressed written permission from the current GFF Officers.

There are two (2) ways to receive approved funds from the GFF.

- 1) Payment by the GFF to the company providing the item, in the form of a GFF check, provided by the GFF Treasurer.
- 2) The requester purchases the item and provides proof of purchase to GFF Officers for their records. The Treasurer will then provide a check to the requester as reimbursement.

A signed copy of the Request Approval will be given upon approval of the request. The Teacher/staff member making the request will need to arrange for purchase of the item(s) that are approved.

***By signing and submitting this Project/Supplies Request Form contract you acknowledge and agree to abide by all of the Project/Supplies Request Guidelines in their entirety.***

Requesting Teacher/Staff Member's Name: \_\_\_\_\_ Date of Request was submitted: \_\_\_/\_\_\_/\_\_\_

Teacher/Staff Member's Signature: \_\_\_\_\_

Signature of the GFF Officer Receiving the Request Form: \_\_\_\_\_ Date Received: \_\_\_/\_\_\_/\_\_\_

***The GFF Treasurer will verify with the Financial Manager (Randy London) and an Administrator for GLS that the request is appropriate and needed.***