

**ST. MARGARET'S SCHOOL**  
**PARENT COUNCIL FINANCIAL GIFTS**

**POLICY**

It is the policy of the St. Margaret's School Parent Council to engage in activities that benefit the School community. Among the Council's numerous goals, the Council strives to be financially independent in order to better support the School. The Council will engage in various activities to raise income to be used by the Council to support activities approved by the School. The Council will endeavor to provide financial assistance, where possible and when deemed appropriate, to any division within the School community that solicits the Council for support. Support is predicated upon the Council's financial status at the time of the request and the acceptance of the request for assistance by the majority of Council members.

**PROCEDURES FOR REQUESTING ASSISTANCE**

1. The Parent Council will make public, to those within the School community, the above policy and the willingness of the Council to engage in consideration of a request for financial assistance.
2. The Parent Council will have available in the Development Office application material that must be complete by the requesting group.
3. The required application will be submitted in accordance with instructions and in keeping with the schedule established for submission.
4. The Parent Council will meet at a regularly scheduled meeting and give consideration to the request for funding.
5. The Parent Council reserves the right to require the requesting group to make a presentation to the Council to provide further information on the request.
6. The Parent Council will make a determination on the request by a majority vote. Each member of the Council will be entitled to a vote thereby allowing for a couple to register two votes.
7. The Parent Council will notify the requesting group of the Council's decision.
8. Should financial support be provided, the Council and the School reserve the right to make specific stipulations concerning the support and may request a follow-up report concerning the funded project/activity.
9. The Parent Council reserves the right to provide no financial support during any academic year should the Council membership, in its sole discretion, believe that it is not able to undertake such financial support.
10. The Parent Council reserves the right to provide only partial support of any specific request.

**Dated: January 2006**

## **ST. MARGARET'S SCHOOL PARENT COUNCIL REQUEST FOR FUNDING ASSISTANCE**

The following application is to be submitted by a person/organization directly affiliated with St. Margaret's School for funding consideration by the St. Margaret's Parent Council and with oversight from the Head of School. Submission of this application in no way reserves the right to provide partial funding rather than full funding of any one request.

Applications must be in keeping with the policy and procedures established by the Parent Council. Submission must be completed two weeks prior to regularly scheduled Parent Council meetings for consideration at the following meeting. The Parent Council also reserves the right to request a presentation by the applicant at the next regularly scheduled meeting. A representative of the Parent Council will contact the applicant as soon as possible to convey the decision of the Council. Ample time should be allotted by the requesting party so the Parent Council may request additional information or seek clarification concerning the application. Applications should be turned into the Parent Council staff representative in the School's Development Office.

### PART ONE

Provide a name of the requesting entity (example: yearbook)

Provide the name of a contact person(s) and contact data (phone, email, address)

### PART TWO

Provide a brief description concerning the nature of the request

If funded, explain how this request will benefit the St. Margaret's community

PART THREE

Provide a detailed description of the financial request and how the money will be used

Provide a detailed description outlining what methods have already been taken to support the described request. What has been accomplished to help cover the expense?

Provide an outline on how the requestor intends to report back to the Parent Council on the benefits of this grant, if received?\*

PART FOUR

Please use this space for any further comments

Attached financial materials or other substantiating documentation will be considered and may be useful. If you need assistance with completing this form, please contact the Parents Council staff representative in the St. Margaret's School Development Office.

\*\* If funding is received, the recipient/s will be required to report back to the Parent Council with details on how the funding was utilized.

**THANK YOU**  
**Form dated January 2006**