

Ramapo High School Teacher/Administrator Grant/Donation Application Form

Name:

School E-mail:

Department/Club:

Supervisor:

Item Requested:

Cost:

Date Request Submitted:

Which classes and/or grades or clubs or athletic programs will benefit from this item/program?

How will the item benefit each of the programs named?

Describe your request. Include make, model number and picture if possible. Please attach any additional information to support your request.

Will the use of this item create any additional cost to the school budget (maintenance, electricity, other)? If yes, please explain what and how the extra cost will be covered.

Has a request for this item previously been submitted to your department supervisor, principal or the Board of Education? YES NO

If yes, was your request denied? YES NO

Why (explain rationale) ?

Please review this request with the school activities director. If s/he is unable to fulfill your request through school funds, please forward this documentation to Mr. Smith. His office will forward it to the Ramapo Boosters Association.

Activities Director Signature: _____ Date: _____

Principal's signature: _____ Date: _____ Approved Not approved

Superintendent's signature: _____ Date: _____ Approved Not approved

Board Approval: Please attach Board Approval if request is in excess of \$2,000 as stipulated by

District Policy # 7230- GIFTS, GRANTS, AND DONATIONS.