

# **BARON ACADEMIC FOUNDATION**

## **FUNDING PROPOSAL REQUEST**

### **INSTRUCTIONS:**

- 1) All sections must be completed and the proper signatures/approval in place before the proposal will be considered for funding. Incomplete forms will be returned. Please attach any additional information: vendor information/proposals, product drawings, financial data, etc. (Be aware that BAF does not pay for transportation or lodging.)
- 2) Submit by emailing to [baronacademicfoundation@gmail.com](mailto:baronacademicfoundation@gmail.com) or turn in to Foundation mailbox in Administration Building (be sure to email BAF to check mailbox).
- 3) Foundation Executive Committee will review and contact you to present the proposal formally at the next Foundation meeting.
- 4) Board decision will be communicated to you via email and formal letter. If approved, funding will accompany acceptance letter.

### **DEPARTMENTAL REQUEST**

I. Items Requested: Description – Quantity – Cost – Vendor(s)

II. Explain briefly the situation within your classroom/department that drives this request.

III. How will the funding of this proposal benefit your classroom/ department and the students of FVHS?

IV. What will happen if the Foundation cannot fund this request?

### **Signatures:**

Requestor: \_\_\_\_\_ Dept: \_\_\_\_\_

Email (please write clearly): \_\_\_\_\_

- ☐ I would like to become a member of Baron Academic Foundation to support FVHS (\$10 dues enclosed).  
*Membership does not affect the evaluation of proposals.*

Dept. Head: \_\_\_\_\_ Principal: \_\_\_\_\_

Decision: " Approved " Denied " Hold until \_\_\_\_\_ ; Mtg Date: \_\_\_\_\_

Special instructions: \_\_\_\_\_

President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Check #: \_\_\_\_\_ Dated: \_\_\_\_\_ To: \_\_\_\_\_