

VILLAGE SCHOOL ENRICHMENT ORGANIZATION FUNDING REQUEST FORM



1. Please complete The Village School Enrichment Organization Funding Request. Requests must be aligned with VSEO's mission and compliant with 501(c)(3) IRS rules.
2. Attach any supporting documents if applicable.
3. Requests are to be reviewed and approved and signed by the appropriate school Directors and Head of School.
4. Funding requests will be reviewed by the VSEO Board.
5. If the request is approved, the President signs the VSEO Funding Request Form; the Treasurer specifies budget category. The Secretary informs the Requester of approval, and returns a copy of the approved funding request with all signatures.
6. Requester purchases the goods or services and retains all receipts.
7. Requester completes VSEO Reimbursement Form, attaches approved Funding Request Form and receipt(s), and submits to Treasurer. Treasurer will verify paperwork, have VSEO President sign-off on expenses.
8. VSEO Treasurer reimburses Requester and all documents will be maintained.

Requester Name Date

Email

Position at Village

Which school program or group will benefit from this funding request?

- Fine Arts
- Athletics
- Speech & Debate
- Other, please specify:

Amount requested (specify if estimate or exact amount)

By what date are the funds needed?

Description of Funding Request

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Benefits of funding request (number of students and teachers impacted, grade level and divisions, short-term and long-term impacts, etc). Please attach details and supporting documents if applicable.

Signatures

Proposal Reviewed By:
Division Director Date

Proposal Reviewed By:
Head of School Date

VSEO Board Decision Date of VSEO Board Decision
 Approve
 Not Approve

VSEO President Date