

Wayne Community Schools Foundation

Special Request Form

- ✓ The special request may fund up to \$250 for needs within your classroom or department.
- ✓ The special request form must be received by the Foundation by October 1st and March 1st to be considered for funding within that semester. All requests made after these two dates will only be considered for the following semester.
- ✓ The special request form must include all information to be considered for possible funding.
- ✓ Please type or print clearly and completely.
- ✓ Thank you for your patience. We will contact you if we are able to fill your special request.

Name:

Department or Grade Level:

Building Location:

Brief description of need:

How will this need enhance student learning:

Estimated cost of need:

Requested funding from WCS Foundation:

Date to be implemented:

ADMINISTRATOR APPROVAL:

The WCS Foundation [*Finance or Investment or Special Request Committee*] will review each request and bring a recommendation to the WCS Foundation Board during the next, regularly scheduled meeting. The WCS Foundation Executive Director will contact you regarding fulfillment or non-fulfillment of the request.

Please return completed Special Request Forms to Lindsay McLaughlin.

OFFICE USE ONLY

Date Received:

Donation request filled: YES NO

Donated Items:

Donated Value:

Initials: