BUTLER AREA SCHOOL DISTRICT
Pre-Approval Request Form for
Grants and Online Donations

Thank you for your interest in writing a grant on behalf of the Butler Area School District. Your effort to obtain the funds and/or equipment necessary to improve opportunities for our students is admirable!

Butler School Board Policy #702 stipulates that items gifted to the District (i.e. grants) be approved by the principal/superintendent and then reported to the Board.

Keep in mind that once a gift is received, it is considered District property. Donations through online crowdfunding and grants should stay in the classroom/building for which the items were intended. If the teacher is transferred, the building principal may grant permission for the teacher to transfer items to the new location.

Please complete the following questions and submit to the Assistant Superintendent's office <u>at least 10 days prior</u> to the grant deadline. Resource information can be found on the website. The administration will review the request to determine if the grant will be accepted on behalf of the District.

Again, thank you for your interest in seeking additional resources for our students.

GRANT WRITER'S INFORMATION:

Name _____   Date _____ Grant Due Date _____

School _____   Grade Level/Content Area _____

GRANT/DONATION APPLICATION INFORMATION:

Funding Source _____

Project Description _____

_____

_____

Curriculum Connection _____

_____

_____

Desired Outcome _____

_____

Targeted Population (i.e. grade level) _____

04/24/18

Amount Requested _____

Items Requested _____

_____

_____

TECHNOLOGY INFORMATION:

If technology is requested, please attach the specification for the IT department to approve.

Director of Technology's Signature _____ Date _____

Approval (Yes or No) _____ If no, state reason: _____

TO BE COMPLETED BY ADMINISTRATION:

Principal's Signature _____ Date _____

Principal's Approval (Yes or No) _____

If no, state reason: _____

Director of Curriculum Instruction and Prof. Dev. _____ Date _____

Director of Curriculum's Approval (Yes or No) _____

If no, state reason: _____

Assistant Superintendent's Signature _____ Date _____

Assistant Superintendent's Approval (Yes or No) _____

If no, state reason: _____

Date of Approval/Denial of Grant _____ Date of Board Report _____

04/24/18