

Prairie School Foundation (PSF) Funding Request/ Approval Policy*

Effective Date: 11/23/16

Revised: 01/09/19

1. All funding requests must come from CCSD staff, teachers, administrators, or school affiliated groups.
2. Requestors should complete the PSF Funding Request Form and submit it to the District Grant Coordinator, Jim Rotter (or the superintendent's designee).
3. Upon approval by the superintendent the request should be given to the foundation's executive director for presentation to the foundation's executive committee.
4. Funding requests should meet these Foundation priorities:
 - a. Directly impact education.
 - b. Affect a large number of students.
 - c. Provide long term benefits for the school and students.
 - d. Promote equity between students in the same grade.
5. The request should include a description of the project including:
 - a. Its purpose.
 - b. Benefits to students and district.
 - c. Number of students impacted.
 - d. Schools/classrooms involved.
 - e. Person in charge of overseeing the project.
 - f. Other sources from which funding is being sought to support this project (i.e. Booster Club, PTO, Prairie Music Association, etc.).
 - g. Additional sources committed to providing funding.
 - h. Amount requested.
 - i. Date funds are needed.
 - j. Identification of ongoing financial or material resources needed from the district to ensure sustainability of the project.
 - k. Approval by a department head and date approved.
 - l. Approval by the superintendent and date approved.
 - m. Date approved by the school board (if applicable).
6. If approved by the executive committee the foundation president will seek approval of the funding request by the full PSF Board of Directors.
7. The PSF President, or his/her appointee, will relay the board's decision to the superintendent and the individual or group requesting the funding.

*This policy does not apply to requests typically made through the allocations process.