

WILDE LAKE HIGH SCHOOL Student Activity Support Funds

Rationale:

To ensure for our students, designated funds will be accessed to allow qualifying students the opportunity to participate in any and all school activities that require a participation fee. Examples include but are not limited to field trips, co-curricular clubs, dances, etc.

Process:

1. Activity sponsor make community aware of funds and provide interested persons with copy of request form.
2. Parents, guardians, and/or caregivers will complete request form and return to principal.
3. Principal reviews requests and balances needs with available funds and individual circumstances including tax records and FARMs status.
4. Principal completes database, reply letter, and bottom of request form and forwards all to Bookkeeper.
5. Bookkeeper will:
 - a. If needed, complete PTSA disbursement form with signatures of both the Bookkeeper and Principal, and submit to PTSA Treasurer (Note: The request may be for the check to be written to WLHS, WLHS PTA, or to another business/organization in order to cover a portion of student's costs.)
 - b. Mail copy of outcome letter to parent with FARMs brochure, if applicable
 - c. Communicate outcome to appropriate staff member(s)
 - d. Maintain file with letter and application for audit purposes

Sources of Funds:

1. WLHS Student Help Fund from Long and Foster Realty
2. WLHS Booster Club via support from donors
3. WLHS PTSA
4. WLHS Student Activity Funds

**WILDE LAKE HIGH SCHOOL
SUPPORT FUND REQUEST FORM**

As a school community, we strive to make all of our activities available to all students. Please complete the following form to request support funds. The information you provide will be kept in the strictest of confidence. Once your information is submitted to the school principal, we will contact you with the results and the amount of scholarship allocation. You are responsible for any balance of the program fees above that amount. This balance must be paid prior to the trip or event.

Program Name: _____ Total Cost: _____

Student Information:

Child's Name _____ Grade _____

Address _____

City _____ Zip _____

Parent/Guardian _____ Phone Number _____

Email Address _____

Financial Information:

Are you currently receiving FARM* services? YES NO
(circle one)

Special Circumstances or Considerations (please describe):

What portion of the total cost are you able to pay? _____

*Free And Reduced Meal

For School Use Only:

Scholarship Amount _____

PTSA portion _____ Boosters portion _____

Student Activity Fund portion _____ Student Help Fund portion _____

Total Paid By Family _____

Notes: