

# **Delburne School Parent Advisory Council**

## **Financial Request Policy & Procedures**

To work towards our goal to assist the administration in providing the students of Delburne School with the best educational opportunities available, the Parent Advisory Council (PAC) encourages staff and students to request funding support for various student activities, supplies or other pertinent expenses.

The following procedures are to be followed for any financial requests to be considered by PAC:

- Financial requests should be submitted to any Parent Advisory Council member, in writing, prior to the following meeting date
- Request must be made BEFORE the expenses are incurred
- Attendance at the following PAC meeting is strongly encouraged to address any possible questions asked regarding the request
- “Wish list” requests will still be accepted and discussed at PAC meetings

Examples of successful financial requests include:

- Sports team uniforms
- Technology items for the classrooms
- Music program enrichment activities
- Playground equipment
- Dance DJ costs
- Field trip transportation
- Multi-media presentations

Any questions regarding the eligibility of a request should be forwarded to the PAC President.