

Doyon FRIES Teacher/Staff Funds Request Procedures

The purpose of Doyon FRIES is, in part, to provide financial support where needs are recognized. In pursuit of this purpose, we will make grants to support a wide range of projects and purchases that will enrich and enhance the educational experience of Doyon students. We recognize our teacher's efforts in the classroom and support those endeavors for which funds are not otherwise available through regular school budgeting. This money is available because of Doyon FRIES continued commitment to fundraising. Each year we will set aside a special amount in our Doyon FRIES Budget for teacher needs and we hope to always be able to accommodate your requests. PLEASE NOTE: Your efforts to help with our fundraising are important, and we need your support! We truly appreciate all of the staff participation in all of our fundraisers and events. Thank you!

Teacher/staff requests will be considered at all monthly meetings. Time will be set-aside on the agenda to discuss any requests. ***We strongly encourage you to be present to offer any additional information and also to answer any questions that arise.***

Request Procedures

- Discuss the request with the Principal to see if school or district funding is available.
- Check several resources. Attach a copy of the best price you have found, be it from a catalogue or website, to the completed Doyon FRIES Teacher/Staff Request Form. Note: **Include shipping, handling and taxes.**
- Once complete place the form and any attachments in the FRIES mailbox. **You may also email the completed form and attachments to the Doyon FRIES President (susan.roke22@gmail.com) and Treasurer (nlaroche9@gmail.com).**
- Request forms must be submitted to Doyon FRIES at least one week prior to the scheduled meeting, enabling them to be included on the agenda that is posted in advance of all meetings.

Appropriate Requests

Funding may be granted for special equipment, software, books, games, small furniture, and much more. And because we recognize the many creative ways our teachers strive to inspire our students, we would also like to give support for extras on field trips and special projects. Doyon FRIES funding is not available, however, for regular classroom instruction, textbooks, or other projects/purchases that fall under the School District's responsibility. This is a wonderful opportunity for Doyon FRIES to address current teacher and student needs that might otherwise be put aside due to lack of funds. Appropriate requests should:

- *not* have been purchased or scheduled prior to request
- *not* establish an ongoing need, such as a recurring annual expense (subscriptions, etc.)

Budget:

Teacher Requests represent a fixed portion of the annual Doyon FRIES Budget. We encourage all teachers to take advantage of the program. So that all teachers may have opportunity to use this fund, please consider your previous requests.

Schedule:

Doyon FRIES typically meets the second Wednesday of each month at 7:00 p.m. in the school library during the school year. This could be subject to change but we will keep you updated in advance of any changes.

***** Remember to submit requests at least one week prior to the meeting date. *****

Thank you for all your hard work, dedication, and ideas, which benefit our children and our school! If you have any questions, feel free to contact us.

Additional request form can be found in the school office or on our Doyon FRIES website: <http://www.fries-doyon.org>

Doyon FRIES Teacher/Staff Funds Request Form

(Please take a moment to read the Teachers/Staff Funds Request Procedures)

Staff Name: _____ Date _____

Staff Email: _____ Grade Level/Dept. _____ Room # _____

Select one: To Be Reimbursed Later To Be Purchased by Doyon FRIES

Item(s) or Services Requested: _____

Cost Per Item/Event:	\$	Item Name:	
Quantity Requested:		Catalogue/Store Name:	
Shipping/Handling/Taxes:	\$	Vendor Name/Phone:	
TOTAL COST:	\$	Website:	

Please answer the following questions:

Explain the educational benefit of this item/service:	
Who will use this item/service (your class, entire grade, multiple grade, entire school)?	
What is the lifespan of this item?	
Where will it be located and/or stored?	
Date that the funds are needed by:	
Other comments or details:	

Attach description, item number and picture where available. Please take the time to shop for the best price/quality you can find.

I have shopped for the best price on this item, and have checked with my school principal to determine if school funds are available for this item. By signing below, you agree with the above conditions.

Teacher's Signature: _____ Date: _____

Principal's Approval: _____ Date: _____

All teacher/staff request items purchased with Doyon FRIES funded monies become property of Paul F. Doyon Memorial School and are to stay on school grounds.

For Doyon FRIES Board Use Only

Date Received: _____ Date Voted On: _____ APPROVED NOT APPROVED

Action Reason: _____

For Treasurer's Use Only

Authorized by: _____ Treasurer Signature: _____

Date Paid: _____ Check #: _____ Category: _____