



School District of Lodi

BUSINESS/CIVIC/COMMUNITY GROUP REQUEST FOR FUNDS FORM

The objective of this request form is to provide a method for Lodi School athletics and other extra-curricular groups and activities to request financial assistance from Lodi civic and community organizations and businesses.

Instructions

1. Complete the first section of this form and drop off to the building principal for administrative review **prior** to requesting funds from a local organization.
 2. Individuals requesting money are encouraged to attend club, business or organizational meetings to review requests and address questions.
 3. Return to Brent Richter, Business Manager, 115 School Street, Lodi, WI 53555 or email to: richtbr@lodischoolswi.org after the request is approved or denied by club, organization or business.
 4. Next step: Items may be ordered by purchasing agent after approval from both administration and organization.
- * Reminder gifts of \$500 or more will be formally accepted by the School District of Lodi Board of Education.

Current Date: _____ Amount of Request: \$ _____

Requested by: _____ Request from: _____

Requestor Phone #: _____ Date request needed: ___/___/_____

Department review approval: _____ Date request needed: ___/___/_____

Purpose for the money (be specific and attach additional info as needed; e.g. attach picture of item if possible):

----- **School Administration Review** -----

AD/Administrator Signature: _____

AD/Administrator Comments: _____

----- **Organization/Business Meeting Info** -----

Date Reviewed: _____ Approved / Denied (*please circle*)

If approved, amount approved \$ _____

Comments:

