

**ST. MARY PARISH  
FAMILY SCHOOL ORGANIZATION  
FUNDS REQUEST FORM**

Individuals and groups requesting funds from the St. Mary School Family School Organization (SMS-FSO) are to complete this form and submit it to the principal for review. It will then be discussed by the SMS-FSO board. This process allows the SMS-FSO board and the school administration to coordinate and prioritize funding. Please contact FSO@stmarybg.org with questions.

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Position (circle one):    Teacher        Staff Member        Parent Volunteer        Other: \_\_\_\_\_

Requestor email: \_\_\_\_\_ Requestor phone: \_\_\_\_\_

Total Amount of Funds Requested: \_\_\_\_\_ Date funds required: \_\_\_\_\_

Program Name: \_\_\_\_\_

Description of how funds will be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Request is a (circle one):        One Time Contribution        Recurring Contribution

If a recurring contribution, for how long? \_\_\_\_\_

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FOR OFFICE USE ONLY

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date received by FSO: \_\_\_\_\_ Date discussed by FSO: \_\_\_\_\_

Dispensation (circle one):        Denied        Approved

Amount Approved: \_\_\_\_\_

Mission Link: \_\_\_\_\_

Budget Category: \_\_\_\_\_