



band | choir | theatre | dance

# Willow Glen Performing Arts Boosters

Bringing the Arts to Life For Our Middle & High School Students

## Funding Allocation Request Form (FARF)

Name of teacher/requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount requested: \_\_\_\_\_ Date funds needed: \_\_\_\_\_

Name of activity, event or class: \_\_\_\_\_

Please explain in detail how the funds will be used. Attach supporting documentation for requested costs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any additional unsecured funding still necessary to complete the request (i.e. student fundraising, parent fees, additional grant, future FARFs, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

If approved, funds should be distributed as:

- Reimbursement check to teacher ( attach proof of payment )
- PAB pay vendor directly ( attach invoice )
- future purchase, teacher will submit check request to PAB
- future purchase, teacher will submit invoice to PAB if not received directly

**Approvals:** \_\_\_\_\_

Principal

Date

=====

*(Please do not write below this line)*

\_\_\_\_\_  
PAB Allocations Chair                      Date Received                      FARF No.

Board recommendation/vote: \_\_\_\_\_ Amount funded: \_\_\_\_\_

\_\_\_\_\_  
Treasurer                      Date                      PAB President                      Date

Account #: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_



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Thank you for your time and effort in submitting this request! The PAB raises money through membership drives and fundraising events like our popular Crab Feast in order to provide resources back to the schools to support, strengthen, and enrich programs in instrumental and choral music, dance and theatre arts.

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## ***Funding Allocation Request Form (FARF) Process***

- 1) Fill out FARF and attach documentation to support the amount requested.
- 2) Obtain school principal signature.
- 3) Drop in WGPAB mail box in school office no later than one week prior to PAB board meeting.
- 4) Allocations Chair presents FARF at monthly PAB board meeting for review and vote.
- 5) Allocations Chair informs you of FARF status.
- 6) Approved FARFs are given to PAB Treasurer for payment using method requested in the FARF.

**PAB Allocations Chair - Tanya Blansett ( [tblansett@mac.com](mailto:tlblansett@mac.com) )**

**PAB Treasurer - Marianne Bristol ( [ksmb@pacbell.net](mailto:ksmb@pacbell.net) )**