



Theater Funding Allocation Request Form (FARF)

Date: _____ Director/Producer: _____ School: _____

Production: _____ Budget Category: _____ Amount: \$ _____

Check all that apply: public-facing student-facing during school hours on campus
 food transportation software/content service / contract capital improvement

Please explain in detail how these funds will be used to support your production and/or the theater program. What steps have you taken, or will you take, to minimize extra costs related to this expense? Include any expected impact on the wider Willow Glen community.

Principal Approval: Please verify (by checking each box and signing a hard copy of this request)

- that the proposed use of funds is appropriate,
- that this expense cannot/is not being funded from another budget and
- that the requesting teacher/parent has been advised of appropriate procurement procedures.

 Principal / designee (print) Principal / designee (signature) Date

*Please submit this principal-approved Allocation Request Form to the WGPAB mailbox at your school office, and send an (unsigned) electronic copy to **willowglenpab@gmail.com**. Do not write below this line.*

WGPAB FARF APPROVAL (to be completed at next Board meeting)

FARF #: _____ Date Rec'd: _____ By: _____

Board consideration DATE _____ Maximum Amount Approved: \$ _____

Approved expense within unit budget? YES NO Board vote/ recommendation? YES NO

Discussion / Limitations:

WGPAB Mission:

To promote and support the performing arts education and development opportunities, programs, and activities, for all students at Willow Glen Middle and High Schools

Funding Allocation Request Form (FARF) Instructions

- This form is for use of **teachers, directors and parent producers of after school theatre productions**.
- The current **Budget Categories** under **parent producer** control are: Participant expenses, Ticket fees, Concessions, Marketing & printing, and occasional Tech supplies. The categories under **teacher/director** control are: Licensing & related materials, Tech supplies (including sets, props and costumes), and occasional Printing & publicity. Requests for **support staff contracts** should be discussed with PAB and school administration *several months* in advance to ensure all paperwork is completed in a timely manner.
- Theater productions often incur unexpected expenses. Along with an explanation of how the requested funds will be used, please let us know how you are **planning in advance** to maximize the efficient use of funds.
- Include an additional page of explanation if more space is needed.

The fillable pdf version of this Funding Allocation Request Form is available at <https://wgpab.org/forms/>.

It is the mechanism by which appropriate program expenses are **pre-approved** for later payment or reimbursement.

Please review your approved WGPAB budget and our current spending policies for additional guidance. Our goal is to support and enrich your programs, but not to replace appropriate SJSUD funding of your basic curricular needs.

If necessary this form may be submitted at the same time as a reimbursement/payment request, but WGPAB approval and payment is not guaranteed until after review of the FARF, even if it is within budget. If your request is novel, or exceeds your currently available budget, you are strongly advised to seek approval before finalizing your purchase.

You are encouraged to complete this form online and use the provided drop down menus.

Print your completed form and bring it to your school office for principal approval. You or your principal or office staff may submit the signed paper form via the WGPAB mailbox. Please let us know it is there and expedite review by sending an electronic copy (pre-signature) to willowglenpab@gmail.com.

Your request will be reviewed at the next regularly scheduled WGPAB board meeting and we will advise you of our decision, or need for additional information, within 5 days of our review.

Release of funds will require copies of your final invoice(s) or receipt(s) and confirmation of final approval from your principal. **This is to be submitted with the standard Payment Request form, available at <https://wgpab.org/forms/>.**

Principal Approval

Per the SCO guidelines: *It is SJUSD policy that School Connected Organizations (SCOs) **should not provide materials or services for basic operational needs for the school or activities, such as paper or other office supplies. All supports provided to the school require approval by the principal.** The principal and staff must ensure that SCOs follow all District rules and protocols including, but not limited to those from Fiscal, Procurement, the Capital Improvement Process (CIP), Maintenance work orders, Operations Facility Use Agreements (via Faciltron), and Transportation/Field Trips.*

Before submitting a FARF to the WGPAB, it must be reviewed by the appropriate school principal, or their designee.

By signing, the principal is affirming:

- ✓ the item or service being purchased isn't something covered by another school budget
- ✓ the item or service, and the proposed method of procurement, are consistent with school and district policies