

M.E.S.S. PARENT ADVISORY COUNCIL (PAC) FUNDING REQUEST FORM

(2012 REVISION, CURRENT EDITION)

PAC E-MAIL - mtelizabethpac@live.ca

❖ PAC funding request forms are available in the School Office Copier room or on-line, <http://mountelizabeth.cmsd.bc.ca>

Sports Bus usage - The School Administration has set up a Sports bus mileage expense form to assist teams with this low cost travel option.

Team/Sports Fundraising - PAC purchased a freezer in 2011 to encourage school teams/clubs to fundraise throughout the year. Contact the School Administration for more information.

Date of Application _____ Date (s) of Event (s): _____

Submitted by: _____ Signature: _____

Ph: _____ E-mail: _____

- I have read the instructions on the back of this form: initials of submitter: _____
- Attendance at the meeting required for requests over \$1000.00.
- I have included sufficient parent fees/fundraising to cover the budgeted amount, indicated below.
- Deadline to submit PAC funding requests is May 15, if approved ORIGINAL receipts must be submitted BEFORE the end of MAY (year end) in order to get reimbursed or requests will be denied for that school year.

PAC FUNDS - OUR funding is based on student enrollment numbers and the amount received is \$20.00 p/student. This funding is limited so please take this into consideration when making your request to ensure we are able to support ALL funding requests submitted when possible. Fund Raising and Parent fees will be considered when approving PAC requests. It is recommended you submit your requests in the beginning of the school year, if possible.

PAC Grant funds may only be used within BC for eligible disbursements that benefit students by enhancing their *extracurricular* opportunities. Goods and services used by, or primarily by students for extra-curricular activities are eligible uses of grant funds. Purchases must be made through the School (MESS). Tax rebates apply.

Name of Club/Team/Grade/s _____

Description of the Event and itemized cost breakdown, attach quote/s: _____

1.) ACTUAL Cost of Event..... = \$ _____
Number of Students Benefiting from Funding: _____

Breakdown of amounts of SECURED Funding in club account (including grants, donations & fund raising or forth coming):

2.) _____

3.) Total Amount of SECURED Additional Funding (from Line #2) \$ _____

4.) PARENT FUNDING per student _____ X number of students _____ TOTAL \$ _____

5.) BALANCE - REQUEST FOR PAC FUNDS (subtract lines 3 and 4 from LINE 1) \$ _____

Have you applied for funding for this event in the past: Y N If yes: When _____

Other comments in support of your request: _____

Attach Additional Note if Necessary: _____

FOR P.A.C. Executive Use Only

Final Approval (date): _____ Amount Approved \$ _____

Date Paid _____ PAC CHEQUE # _____ M.E.S.S. INVOICE/PO # _____

Chair Name/Sign: _____ Treasurer Name/Sign: _____

E-mail/Ph: _____ Comments: _____