

## **West Campus Foundation for Excellence**

5022 58th Street Sacramento, CA 95820 wcfe2014.wixsite.com Tax ID# 73-1635806

## WCFE SPECIAL FUNDS REQUEST

WCFE is committed to supporting West Campus and awards funds benefiting the WC Community in December and April of each school year. This biannual process ensures equal consideration of requests from multiple requesting parties for limited funds. Funding determinations are based on available WCFE funds, completed WCFE Special Funds Request Forms received, total funding amounts requested, previous funding requests by organization, and types of funding requests submitted (tangible items receive priority, i.e., infrastructure support for classrooms, teams and clubs). The WCFE Board will hear presentations at the November/March WCFE General Membership Meeting. The WCFE Board will vote on motions at the December/April WCFE General Membership Meeting. WCFE General Membership Meetings are open to the public, take place on the second Monday of each month at 6:30 p.m. (unless otherwise noted on WCFE's website). The Board may approve fully funding or partially funding submitted requests, defer funding decisions, and include special conditions as part of any funding approval.

*Instructions:* Complete this Form, attach supporting documentation demonstrating best value (lowest cost for appropriate quality) and submit at least one week prior to the November/March General Membership meeting (WCFE mailbox at WC front office) and attend the WCFE meeting to present your request.

Contact Name(s):		Phone Number(s):		E-Mail(s):		
Organization/Club Name:					Requested Amount:	Date of Request
Brief sentence explai	ning request: (e.g., We a	re requesting \$395 to pu	rchase a 3D p	rinter for use du	ring class by 454 engineerin	g students.)
Organization's inform	nation:					
Mission /						
goals						
# of students	If club, year	# and types of activities				
involved:	established:	planned this sc	chool year:			
Funding						
sources:						
Budget and funding i						
Organization's				Intribution Your organization has received whent: WCFE funds previously (yes/no):		
budget:	raised for th	is activity:	(\$\$/st	udent):	WCFE funds previo	ously (yes/no):
Explain why budget						
cannot cover request						
Other funding source						
(e.g., SRA volunteerin						
Contingency plans if r	101					
approved by WCFE: Fundraising plans for						
undraising plans for tuture activities:						
	ah Cahaal atudawta' baal	th, welfare, safety, or ed	laatian /: -	avecated avec	alı	
		ed product or service (co		·	,	
Items to be Purchased:					Estimated Cost:	
					TOTAL	