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 explaining request: *(e.g., We are requesting $395 to purchase a 3D printer for use during class by 454 engineering students.)*

Organization's information:

Mission / goals			
# of students involved:	If club, year established:	# and types of activities planned this school year:	
Funding sources:			

Budget and funding information:

Organization's budget:	Amount of funds raised for this activity:	Student contribution ($$/student):	Your organization has received WCFE funds previously (yes/no):
Explain why budget cannot cover request:			
Other funding sources (e.g., SRA volunteering):			
Contingency plans if not approved by WCFE:			
Fundraising plans for future activities:			

The benefit to WC High School students' health, welfare, safety, or education (i.e., expected outcome):

Research conducted justifying value of selected product or service (cost and quality):

Items to be Purchased:	**Estimated Cost:**
TOTAL	