

# TEACHER PROJECT FUND

## APPLICATION FORM



Fill out the form below to apply for SHS Alumni Association Teacher Project Funds. (PLEASE PRINT)

Name of Applicant: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Main Purpose of Fund Request: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Number of Students Impacted By These Funds: \_\_\_\_\_

Date or Timeline of When the Requested Funds will be Used: \_\_\_\_\_

### *Approval Signatures*

Department Head: \_\_\_\_\_ School Administrator: \_\_\_\_\_

Have You Applied For Funds From Another Source? YES NO

If Yes, Please Explain: \_\_\_\_\_

Narrative description of how these funds will be used: \_\_\_\_\_

Describe how these funds will affect student achievement: \_\_\_\_\_

Describe other fundraising efforts to date (if any) in this regard and amount of money raised: \_\_\_\_\_

I understand that if awarded any funds I will prepare a summary for the SHS Alumni Association regarding the results of the funds for the purpose described above within 30 days of the funds being used. I will also provide pictures of the project in action. If no summary is received, future requests for funds I submit will not be considered.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send fund requests by end of March, September, or December. Contact us with questions!**

South High School Alumni Association  
Email: [office@omahasouthalumni.com](mailto:office@omahasouthalumni.com)  
Phone: (402) 738-9493  
5082 S. 107<sup>th</sup> Street | Omaha, NE 68127  
[www.OmahaSouthAlumni.com/SHSTeachers](http://www.OmahaSouthAlumni.com/SHSTeachers)

\*\*\*\* For Office Use Only \*\*\*\*

Approved  Not Approved

Amount Granted \$ \_\_\_\_\_

Summary Rcv'd \_\_\_\_\_

# Instructions for SHSAA Teacher Project Fund Requests

SHS Teacher Special Project Fund Requests are meant to be an optional source of funds for small, but important teacher-based projects that are often not included in standard school budgets and neglected by traditional foundations and corporations. The funds are designed to encourage innovation, development and improvements in education of SHS students.

There is a limit of \$500 for each project request. Additional monies may be available at a later date with a follow-up request, but that is dependent on final summary submission, as well as Board approval of the follow-up request.

Approval needed before submitting to SHSAA.

- The request must be approved by the department head prior to routing to the principal's office.
- Request must also be approved by the principal or named representative.

There are **THREE** request cycles each year – Spring, Fall, and Winter:

	Open	Close (at 4 p.m. on noted day)	Money Awarded after board vote at next Board Meeting
SPRING	February 1	March 31	April
FALL	August 1	September 30	October
WINTER	November 1	December 31	January

Request must be delivered to SHSAA no later than 4 p.m. on the Close Dates noted above for consideration at the next board meeting. The Executive Board will review all requests and present recommendations to the Board of Directors for approval at their January, April, and October meetings.

The SHSAA will notify all those with approved requests and checks will be disbursed following those meetings.

ALL recipients will be required to submit a brief summary upon project completion. Please include all of the following items:

- ✓ Material receipts
- ✓ Evaluation of Objectives
- ✓ Success of Project
- ✓ Picture of students involved in project

Please note: SHS Alumni Association looks favorably at requests that contain innovative project ideas, instead of requests to buy ordinary school materials.

**Send fund requests by end of March, September or December to the address or email below; call (402) 738-9493 with questions.**



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