

Murdoch Middle School Community Association

"supporting the home - school partnership"

Enrichment Program Request for Funds Policy

Each Enrichment Program must adhere to the following policy in order to be considered to receive funds allocated by the MMSCA.

- ◆ Funds allocated by the MMSCA need to be available to the majority of Murdoch's population, therefore the Enrichment Program must be open to the general Murdoch student body
- ◆ Requests must be submitted **-IN WRITING - by August 15th** for MMSCA consideration and approval for the fiscal budget
 - All requests submitted after August 15th will be open for discussion at the next available General MMSCA meeting prior to Officer vote
 - Request must be submitted by the 15th of the current month to be considered at the general MMSCA meeting at month end
- ◆ Funds will be allocated according to cash availability

Name of Program: _____

Coordinator/Chair: _____

Phone # _____ Email: _____

Program dates: _____

Number of participants: _____

Amount requested from MMSCA: _____

How are funds to be used? _____

When are the funds needed? _____

How is this group going to assist in fundraising? _____

Any other information the MMSCA may need? _____

