



Request for FOTA funds – Application Form

INSTRUCTIONS - Fill out the form as requested below:

1. Submissions will only be accepted between September 1st and March 1st.
2. Division Director's signature is mandatory.
3. Submit to FOTA Committee Member seven (7) days before the next committee meeting. Dates and times are on ASP website on the FOTA page.
4. The items should not be an operating budget item for ASP.
5. These items are to ADD to the current needs of the school and/or enhance the curriculum.
6. A REIMBURSEMENT FORM must accompany an approved request, identifying who to write the check to and where to mail it to if applicable.

Name of Requestor:.....Date of request:.....

Description of Event/Item:.....
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.....

Benefit: Clearly outline how the event will benefit the students and/or ASP community and how many students will benefit.....
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.....

Date of Event:

Amount Requested: Give detailed breakdown of cost estimates. (Note that approved amounts will be reimbursed only upon presentation of receipts to the FOTA treasurer.)
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DIVISION DIRECTOR'S SIGNATURE: DATE:.....

For FOTA use only

Date considered:..... Amount Approved:.....

Signature of FOTA Chairperson:.....

Signature of FOTA Treasurer:.....

Comments:.....

Updated: 24-Sept-2008