



REQUEST TO USE TEACHING AMERICAN HISTORY DISTRICT FUNDS

Name of person requesting funds: _____

Phone: _____ E-mail: _____

School district: _____ Total amount requested: \$ _____

Purpose for funds (check all that apply):

_____ Field trips _____ Substitutes _____ Guest speaker(s) _____ Supplies/equipment

_____ Other (please specify) _____

*** Please state how this request is related to the U.S. History curriculum:** _____

For field trips:

Destination & Address: _____

Date(s) of trip: _____ Bus pick-up Location: _____

Pick-up time: _____ Return trip pick-up time: _____ Number of buses: _____

Number of students: _____ Admission fees (if any): \$ _____

For substitutes:

Date(s) substitutes needed: _____ Number of substitutes needed: _____

Reason for substitutes: _____ Substitute rate per day: \$ _____

For guest speakers:

Presentation topic: _____ Date of presentation(s): _____

Speaking fee: \$ _____ Speaker name/address: _____

For supplies:

Preferred vendor (include website if applicable): _____

Items to order (please attach additional sheets if necessary):

Quantity	Item Description	Unit Price	Total price
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		TOTAL	\$

For other uses:

Please attach a sheet describing the reason for the expenditure; the dates the funds will be used; and the amount needed.

Requestor signature: _____ Date: _____

Liaison signature: _____ Date: _____

Please submit this form to your liaison at least one month in advance.