



# 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.**