

Request for Support from the Urbana Alumni Association

The **Urbana Alumni Association** was established in 1995 to enhance the quality and scope of the educational experiences of students in the Urbana school district. We focus on UMS and UHS because all district students attend those schools. We provide financial support to enhance school facilities and programs and to facilitate participation in activities that enrich the school experience. Our support comes from annual membership dues, from fund-raising events such as the Cash Bash, Golf Outing, as well as from special fund-drives. The more help we get in fundraising, the more we can distribute to support the schools! Spreading the word about the Association and maintaining membership levels is crucial to our continued ability to support projects benefiting our students and schools.

Guidelines: In assessing requests for support, the Alumni Association reviews:

- the number of students who will benefit from the proposed project,
- **thoroughness of budget preparation.**
- what you/your group have done to engage other partners/participants in funding efforts,
- the duration of the benefit (e.g., we grant preference to projects that will benefit students in more than just one year), and
- how the project fits into the overall goals of the school and district.

Projects submitted by individuals or groups who support the Alumni Association through membership and/or assistance with Association activities are given priority in the review process.

Procedures: Applications for funds are accepted twice yearly, on October 1 and March 1. Fill out the application and give it to your principal. **Notification of awards (and your assigned grant number) will be by email, and the official award letter will be presented at a meeting of the District 116 School Board.** All funds provided by the Alumni Association are directed to the Urbana School District 116 and disbursed through the normal school purchasing procedure in collaboration with the district's business office. Just write your assigned grant number on the purchase order along with the words "UAA Grant Recipient." All grants must be spent within **90 days of the date on the official award letter**—longer with prior approval.

All items purchased with UAA funds are the property of the school district and should remain with the district should you leave.

If your project is funded, please post a sign, or some other public acknowledgement, acknowledging the Urbana Alumni Association's funding of the project. We hope that your students will enjoy the project and that they, or their parents, will become part of the UAA tradition of supporting Urbana schools.

Questions can be referred to Mary Klein, mfklein@prairiescape.com or any UAA board member.

Submit requests for support and membership applications to the main office at your school; the Alumni Association will pick them up.

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Date _____ Grant Number (Assigned on Approval) _____

Name: _____ Email: _____ Telephone: _____ (o) _____ (h)

Number of students to benefit: _____

Project delivery site (school, area, etc): _____

Department or organization sponsoring request: _____

Total dollar amount requested _____

Description of project:

Budget: (Give exact amounts including any handling charges, etc.)

Volunteer effort or contributions by other individuals or groups to this project, if any:

Your group MUST be available to assist with Alumni Association events (Cash Bash, Golf Outing, special fund-drive), please indicate availability, interest:

If there is additional information that would assist the *Urbana Alumni Association* in assessing your request for support, please feel free to attach that information to this form. (**Attach 8 copies.**)

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