Nebo School District Board of Education

Policy DBL

MATCHING FUNDS

It is the intent of the Board of Education to encourage school level organizations to raise monies through appropriate projects to financially supplement school programs. In an attempt to encourage this type of activity, the executive staff will make every effort to budget an amount of money to match on a 50-50 basis with school groups who are willing to match their funds.

This program will be administered on a first-come, first-serve basis. As soon as District matching funds are exhausted each year, all pending applicants will be directed to resubmit on July 1st of the following school year.

It is not the intent of this program to match budgeted school monies, state categorical funds or federal funds.

It will be the policy of the Board of Education to administer this program according to procedure DBL-P.

Approved: 3-8-95

Nebo School District Board of Education

Administrative Procedure DBL-P

MATCHING FUNDS

When a principal, in consultation with a school organization, desires to participate in the District matching program he/she should comply with the following steps:

1. Send letter requesting matching funds to his/her director. This letter should be initiated by the principal. The letter should also state the type of project that is being anticipated. Examples of projects that might be purchased are:

a. Audio/visual equipment

b. Playground equipment

c. Musical instruments

d. Furniture

e. Risers

f. Technology

g. Library Books

h. Etc.

2. The principal will be notified before September 1st of the outcome of his/her request.

3. If the project is approved, the principal will submit to his/her director, a requisition listing the exact costs of his/her proposed project, bids for project and/or vendor's name and address along with a check for the school's portion of the matching funds. The director will make the necessary budget changes and forward the requisition to the purchasing department.

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