



SUNCOAST HIGH SCHOOL FOUNDATION ALLOCATION PROCEDURES

Thank you for your interest in the Suncoast High School Foundation!

The Foundation’s mission is to support academic excellence and student achievement at the best high school in Palm Beach County and one of the top 100 high schools in the nation.

The Foundation is 501C3 organization governed by our bylaws. We raise funds, which are then allocated back to Suncoast Community High School in coordination with the school principal. Funding requests are logged as they are received and evaluated / prioritized by the school principal and the Foundation Allocation Committee in accordance with the Foundation mission and the following principles:

- The more students the allocation will benefit, the higher its priority
- Balanced contribution across the tracks CS, IB, IIT and MSE, is a priority
- The more related the request is to the principal’s desired areas of focus, the higher the priority
- The more likely funds cannot be raised in a different way, the higher the priority.

Each school year, the Foundations has three funding cycles:

Foundation Funding Cycle	Requests accepted through	Foundation Board vote	Checks dispersed
Winter	November 30	December	January
Spring	February 28	March	April
Summer Fall	April 30	May	June

As always, the amounts allocated each cycle will vary depending on funds raised by the Foundation– we are working year-round to raise as much funds as we can through various avenues.

The Foundation can make an exception to provide out-of-cycle funding, if warranted, by request of and authorization by the school principal as presented to the Foundation Board.

Please submit your funding requests on the attached form and add documentation as needed. Completed forms are to be submitted to the Foundation Administrator per the contact information below. The Foundation will log requests received for processing in accordance with the funding cycles and principles above.

We look forward to receiving your funding request!

Thank you-

Suncoast Highschool Foundation Board

Suncoast High School Foundation/ Attn: Melissa Beert
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Phone: 772-215-4291
suncoastfoundation@gmail.com

SUNCOAST
HIGH SCHOOL
FOUNDATION
growing together...

SUNCOAST FOUNDATION ALLOCATION REQUEST (2019-2020)

Note: Allocation requests must be submitted by the last day of each academic quarter for consideration during the following quarter.

Requesting Faculty Member (Please print): _____

Contact info: Telephone _____ Email _____

Dept. and Classes taught: _____

Amount of allocation requested (check one): ___ less than \$500 ___ \$501-1500
___ \$1501-\$5000 ___ over \$5000 (please include 3 competitive bids above \$5000)

Please detail total project cost if greater than requested amount _____

Please identify additional funding source and amount _____

Has additional funding been received, pledged, or pending? _____ If pledged or pending action, what is the expected date of receipt /decision? _____

Detailed description(s) of items to be purchased with allocated funds and breakdown of cost per item (please also attach website printout of description and cost when possible). Note: Outside vendors need to be school district approved: _____

Description of how these items will benefit your students and Suncoast, including number of students benefitted: _____

Signature of Requesting Teacher H /M /L _____
Date

Signature of Department Chair H /M/ L _____
Date

Signature of Kathryn Koerner H /M/ L _____
Date

Does the funding request satisfy any SAC SIP goals? Yes _____ No _____

If yes, please identify: _____

Priority grade as judged by signer (High=H, Medium=M, Low=L)