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***SPRING VALLEY FOUNDATION  
FOR EDUCATIONAL ENRICHMENT  
REQUEST FOR FUNDS***

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***PURPOSE OF THE FOUNDATION***

The Spring Valley Foundation for Educational Enrichment has been established as a not-for-profit corporation which exists to solicit, receive, and disburse funds to complement and enhance educational and extracurricular programs for all students in the district and to strengthen the relationship between the Spring Valley Elementary District #99 and the community.

***PROGRAM GUIDELINES***

Faculty and staff who are implementing new or unique educational programs or projects in need of funding may request money by completing the information below. All requests are subject to the approval of the Foundation Board of Directors and are contingent upon the availability of funds.

***DIRECTIONS FOR REQUESTING FUNDS***

**Please complete the following information and return your request to the superintendent's office at least one week prior to the Foundation Board meeting dates. The Foundation Board meets the first Thursday of September, December, March, and June.**

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Class/Organization

\_\_\_\_\_  
Grade Levels Involved

\_\_\_\_\_  
Amount of Funding Requested

Please provide a detailed description of the activity, program, or project for which you are requesting funds from the Spring Valley Foundation for Educational Enrichment, and how the requested money will be used to enhance or implement the program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date