

T.R.I.B.A.L Council Funds Request Process

The T.R.I.B.A.L Council recognizes the challenges facing administrators and teachers in enhancing the educational environment for our students. Accordingly, a portion of our funds raised will be dedicated to support educational enrichment projects and will be available to teachers, staff and students through the Funds Request process.

Funds request will be evaluated and funded based in the following criteria:

- Number of students benefited
- Level of impact upon students educational experience
- Administration priorities
- Project duration

Funds requests cannot be used for catering or classroom parties or other personal purchases and will not be considered.

Receipts or invoices must be provided to T.R.I.B.A.L Council Treasurer for reimbursement or payment of all approved expenditures. Awarded funds must be used for approved purposes only and must be used by the end of the school year in which the request was approved.

Completed T.R.I.B.A.L Council funds request form must be submitted by the 1st of the month in order to be reviewed and considered during that month's scheduled meeting. Any request form submitted after the 1st of the month will be considered at a subsequent month's meeting. Funds requests are subject to approval by T.R.I.B.A.L Council members in attendance at the meeting and based on available funds at the time of request.

All T.R.I.B.A.L Council Funds request forms must be approved by Campus Administration and Dr.Morgan (if required) prior to being considered by T.R.I.B.A.L Council. Approved funds request will be notified via email.

Funds Request Process

1. Complete this form and submit it to campus administration.
2. Upon approval of campus administration it will be forwarded for approval by Dr. Morgan if required.
3. If required to revise an application by administration, please update and resubmit.
4. If you receive required approvals please submit with required signatures to campbelltribalcouncil@gmail.com with the TITLE of your funds request as subject. Include documentation of any anticipated expenses including shipping if applicable.
5. Approved funds request will be notified via email.