

Date of Approval: \_\_\_\_\_

Friends of Art & Design  
**Allocation Request**

Co-Chairs: Elliot Smith [ejsmithny@aol.com](mailto:ejsmithny@aol.com) Milton Forman [forman425@yahoo.com](mailto:forman425@yahoo.com)

The Friends of Art & Design is pleased to consider requests for funding. FAD's approval process will take a minimum of one month. To be considered for FAD funding, please complete this form and leave it with the principal.

Name \_\_\_\_\_ Date \_\_\_\_\_

Dept. \_\_\_\_\_ Room # \_\_\_\_\_

Please include the following:

1. A description of the request
2. The number of students who will benefit
3. Itemized costs

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Is funding available through the school? \_\_\_\_\_ (Initialed by the AP of Operations)

Are you aware of anywhere that FAD could seek to have the request fulfilled by a donation of the items you have requested? \_\_\_\_\_

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If approved, the check will be made out to \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Department AP signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Reply and signature \_\_\_\_\_

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