

**The Gulf Breeze High School Advisory Council (SAC) receives state funding each year to help the council implement the goals and objectives of the current School Improvement Plan.**

- (1) All requests, except when deemed an emergency by the **SAC Council**, must be submitted two (2) weeks prior to the monthly advisory council meeting to be considered for approval that month. The two week period allows for adequate time for the budget committee to review the request and place the request on the agenda for voting from the Council.
- (2) The application (Funds Request Form) **MUST** be filled out completely.
- (3) If the request is greater than or equal to \$500, you or a representative from your department/project will be required to attend the regular monthly SAC meeting to discuss and answer any questions the SAC may have regarding the request.
- (4) All funding requests must be addressed in the current School Improvement Plan. The Student Advisory Council considers the goals and objectives of the School Improvement Plan when reviewing requests. Awarded projects or programs are projects or programs that are specifically aligned to the School Improvement Plan.
- (5) Request for funding usually exceeds the actual funds available; therefore it is important to prioritize the expenses when one or more item is requested.
- (6) Once a SAC Fund Request is approved by the Student Advisory Council, the requestor has 90 days to spend the funds for the project or the approved request will expire. After 90 days, the requestor may reapply for consideration. All fund requests must be used in the current school year; fund requests will not be carried over to the next school year.
- (7) When the fund request is approved by the School Advisory Council, the requestor should contact the Principal's Administrative Assistant to complete the required paperwork to allow the actual disbursement of funds.

**Revised 5/2018**