Dear FHS Staff and Students,

If a club/sports team you are involved with requires funding from the SRC, please follow the steps outlined below:

1. Fill out application sheet attached with this email and send the finished application to *fhssrctreasurer@gmail.com**.* **You can apply for a max of $1500.**
2. You will receive an email back within a week to set up a meeting with the SRC Finance Committee.
3. The presentation must be done by a trusted student representative from your club/team (Captain/President). Your teacher advisor is welcome but not required for the meeting with the SRC Finance Committee.
4. On the day of your presentation, please make sure to show up on time, and prepare a concise presentation, as well as an organized budget (and a relevant previous budget, if possible). During the presentation, the student representative should have a thorough understanding of the following points and be able to answer questions regarding them in detail:
	1. The purpose of the requested funds and why it is required
	2. The benefits that the funding will bring to students
	3. Any previous fundraising efforts (as well as planned efforts)
	4. How specifically the funds will be used and a detailed rundown of the provided budget.
5. You will receive a reply within a week from your presentation date with the SRC’s final decision regarding the request.

Please aim to submit the application and set up the meeting ***at least 2 weeks before*** the funding is needed.

 It is important that all possible means of fundraising is considered before requesting funding from the SRC and the budget is thorough. Keep in mind that it is not guaranteed that the funding request will be approved. However, there will be a clear rationale with the SRC’s final decision.

 We emphasise that the entire application process should be done by a team of students, as the funds will ultimately benefit the students involved in the club/team.

If you have any further questions, do not hesitate to contact Jeremy Pei in room C50 during homeroom or email at fhssrctreasurer@gmail.com.