

## GRANTS – PROCEDURE FOR SUBMITTING REQUESTS - STUDENTS

All requests for grants for students must be submitted and approved by a teacher, administrator or counselor **and** approved **in writing** by Principal Ron Guerzon before being submitted to the LVHSAA.

Requests for funding will be consider for full-time academically deserving students in need of assistance, to help ensure their well-being and on-going participation in educational and enrichment opportunities and school activities that they could not otherwise afford to participate in, to **enhance their learning experiences and prepare them to be future leaders in their careers and lives**. Requests may be originated by either students or Counselors. The LVHSAA will **help** fund requests for programs such as the Close-Up Program, Yearbook Camp, etc. but will not fund the entire costs.

- (a) The student should present a written request to a teacher/faculty member for approval, or if a counselor is aware of a need for a homeless or needy student, they may submit the request themselves.
- (b) Student letters requesting assistance for programs such as the Close-Up Program, Yearbook Camp, etc. should describe the student's future goals, what activities they are or have been involved in at LVHS and in the community, and how they expect the trip to benefit their future. It should also state how else they intend to raise funds and what other sources they are pursuing for funding.
- (c) If they concur, the teacher/faculty member or counselor should present the request to Principal Ron Guerzon for review and approval. **The Principal's approval must be in writing by his signing the request.**
- (d) Once approved by the Principal, submit the signed, approved form by email to the LVHSAA at [lvowl@aol.com](mailto:lvowl@aol.com).

### **Examples of requests previously approved and that will be considered in the future:**

Types of requests that should be reviewed and submitted by counselors:

- Assistance for needy students
- Bus passes for needy students
- Caps and Gowns
- Yearbooks for graduating students that otherwise cannot afford to purchase them
- Gift cards/Homeless or Needy Students

Types of requests that should be reviewed and submitted by teachers or administrators:

- Classroom supplies
- Close-Up Program – limited to no more than two students per year
- Medical Conference or similar academic enrichment conferences
- Yearbook Camp – limited to no more than two students per year