

# Hernando County Schools SAC/Lottery Funds Request

**Completed packet must be turned into District Office two weeks prior to event**

Completed forms can be sent to the Attention of Michelle Kernan, Academic Services

**School:** \_\_\_\_\_

**Requestor's Name:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

**Summary of Activity:**

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**Additional Required Documentation:**

- SAC minutes (may be in DRAFT form with signature of SAC Chairperson and Principal)
  - Request for project/funds highlighted
  - Meeting attendance included (Quorum highlighted)
  - Vote results
- School Improvement Plan (SIP) page with activity/area highlighted
- Personal Action Form (PAF) if needed

**FOR DISTRICT USE ONLY**

- Form submitted within time frame
- Completed signed form
- Required documents to support request
- Copy of SIP supporting activity
- If activity includes additional duty, PAF form attached