



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 Sheila Doyle, Academic Services
doyle_s@hcsb.k12.fl.us

School: _____

Requestor's Name: _____

Amount Requested: _____

Principal's Signature: _____

Summary of Activity:

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
- Personnel 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