

# Tucson High Magnet School Site Based Decision Making Council Tax Credit Subcommittee

Tucson High Staff:

The THMS site council is responsible for dispersing undesignated tax credit monies. The site council has designated a subcommittee to accept applications, consider requests, and dispense monies. If your organization is interested in applying for funds, please review the procedures and guidelines below.

**STEP 1:** Determine Eligibility. The state of Arizona has clear guidelines for what tax credit money can be used for. Please review these parameters to see if your request meets eligibility requirements. **Requests shall be considered on a case-by-case basis.**

## **ELIGIBLE for Tax Credit Funds**

Trips for competitive events (i.e. AIA, Sci Oly)	Musical Instruments
Art Supplies	Educational Field Trips
Fine Art Performances	Art Museums
Athletic/Band Uniforms	Sports Equipment

Optional Materials that support extracurricular activities and ***are not required to successfully complete the basic requirements of a course or required curriculum.***

## **INELIGIBLE for Tax Credit Funds**

Gifts or Incentive Rewards	Tourist/Recreational Field Trips
Graduation/Promotion Expenses	Professional Development
District expenses	Advertising
Fundraising Activities	Movie Tickets
Classroom Supplies	Library Books
Funds for INDIVIDUAL students	

**STEP 2:** Determine the amount you would like to request.

**STEP 3:** Complete application (back of this page) and submit according to timeline schedule below:

- All requests must be submitted NO LATER THAN THE FIRST WEDNESDAY OF THE MONTH, 3:30pm
  - Any request submitted after the first Wednesday will be forwarded to the next month's considerations.
  - All requests must be submitted to the THMS Finance Office and to Heather Bates
- The THMS tax credit subcommittee meets on the second Wednesday day of each month. All credit requests will be considered at that time. If there are no requests received by the previous Wednesday, the subcommittee reserves the right to cancel meetings if no other business is pending.

**STEP 4:** Teacher should attend Site Council when the recommendation is being voted upon. The THMS tax credit subcommittee will notify organizations regarding funding requests no later than one week after the subcommittee has met.

# THMS Undesignated Tax Credit Funding Request

\*NOTE: This application is due no later than 3:30pm on the first Wednesday of the month for consideration at the following subcommittee meeting (second Wednesday of each month).

Requester Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Total Amount Requesting: \_\_\_\_\_

Please check which applies:

Activity

Supplies & Materials

Please provide details about your request. If requesting funds for supplies and/or materials, please include an itemized breakdown of costs and a quote if available. If requesting funds for an activity, please provide a description of activity for which the funds will be used. Please attach any appropriate literature about the activity if possible. Feel free to include supplementary documentation if more room is needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable, please list any other funding sources you are utilizing and efforts made to secure funding for your request, and explain the need for supplementary funding.

\_\_\_\_\_  
\_\_\_\_\_

Current balances (Club, Tax Credit, Booster Club, etc.)

Account #1: \_\_\_\_\_

Account #3: \_\_\_\_\_

Account #2: \_\_\_\_\_

Account #4: \_\_\_\_\_

What efforts has your organization made to promote tax credit donations to your stakeholders and supporters? \_\_\_\_\_

\_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----Do not write below this line-----

THMS Finance Manager Signature: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_

Subcommittee notes:

Subcommittee decision:

THMS Tax Credit Subcommittee Facilitator Signature: \_\_\_\_\_