

## ARTS IN EDUCATION COUNCIL REQUISITION FORM

*The goal of the Arts in Education Council is to help all students in the Scottsdale Unified School District #48 have an exciting and effective fine arts education through collaboration and cooperation with the district administrators, teachers, parents and the community by:*

- \* Communicating with fine arts teachers to understand their needs.*
- \* Communicating with district and school administrators to define fine arts budget and program needs.*
- \* Communicating with parents, the community and our elected officials to advocate for fine arts education.*
- \* Providing opportunities for kindergarten through 12th grade Scottsdale district students to experience high caliber arts performances, exhibits, residencies, competitions and clinics.*
- \* Providing fine arts appreciation in the classrooms as a part of students' everyday life through the Masterpieces of Art and Music Discovery programs.*
- \* Providing summer music camp scholarships for district fine arts students who would not otherwise have the opportunity.*
- \* Working to insure that our district meets the Arizona State Arts Standards.*

Date of request \_\_\_\_\_ Name/ title of person making request \_\_\_\_\_

Item(s) requested & brief description \_\_\_\_\_  
\_\_\_\_\_

By what date \_\_\_\_\_ Estimated cost \_\_\_\_\_

(If this request is for payment directly to a vendor, please attach an invoice)

Are the funds requested to come from a specific budget line item or program? Y / N

If yes, which one? \_\_\_\_\_

What steps have you taken to request funding for this item from the school district, or any other organization (i.e. parent organization) or individual (i.e. assessing a student fee)?

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

How does this request conform to the mission of the Arts in Education Council?

\_\_\_\_\_

Signature of fine arts department chairperson/ Date

\_\_\_\_\_

**FOR AEC USE ONLY:**

Request \_\_\_ Accepted \_\_\_ Denied

Signature of AEC President \_\_\_\_\_ Date \_\_\_\_\_

Please attach a copy of the order or receipts to this sheet and submit to the AEC treasurer.

Check # \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Budget Line Item \_\_\_\_\_