

**SOUTHERN UNION CONFERENCE
OFFICE OF EDUCATION
SECONDARY**

RESOURCE & SUPPORT REQUEST

APPLICATION INFORMATION

This application is for School-Sponsored Activities, Projects, Events, & Program Needs)

Submission Required From: School Principal

Submission Deadline: 15th of each month

Response Issued By: 25th of each month

Submit To: SUCOE – Secondary Office (Attn: Carla Thrower, cthrower@southernunion.com)

REQUEST DETAILS

- **Type of Request (Include all that apply in the application submission):**
 - 5K Event Support
 - Banners
 - Golf Tournament Support
 - Classroom Materials
 - STEM Fair/Competition Registration
 - Professional Development (PD)
 - Yearbook Advertisement
 - Grant/Project Support
 - Other (specify):
- **Description of Request**
- **Total Amount Requested**
- **How Will This Request Benefit the School's Program?**
- **Alignment With Standards, Plans, and Mission/Vision of any of the following (Select one or more as determined applicable to the request.)**
 - Accreditation Recommendations
 - Continuous School Improvement Plan (CSIP) Conference
 - School Mission & Vision
 - Conference Mission & Vision
 - Union Mission & Vision
 - NAD Union & Vision

FUNDING HISTORY & NEED JUSTIFICATION

- Previous SUCOE Support
- School Contributions & Efforts Toward Funding

REQUIRED DOCUMENTATION

If approved, the school must submit:

- Formal invoice or registration document
- Final amount confirmation prior to disbursement

SUBMISSION INSTRUCTIONS

Please submit the completed application by the 15th of each month to:
Southern Union Conference Office of Education – Secondary Division
Email: cthrower@southernunion.com (Attn: Carla Thrower)