

**Parents & Friends Association
(P.F.A.)**

Criteria for “special funding” from P.F.A. are as follows:

- Request from teaching staff or dorm counselors for “special event” field trips (i.e. theatre to see a play, concert performance, etc.)
- Any equipment and/or supplies that will benefit the majority of students- both residential and day students.

Procedure for filing a P.F.A. request:

- Request must be submitted **by Tuesday for each week** to Mrs. Nedra Bell, (PFA liaison).
- Request must be submitted **1 month** prior to the date of the planned activity/field trip.
- Follow-up report from the teacher/counselor is requested by PFA at the next scheduled meeting or a written summary of how the requested funding was used for the students.

Questions: Refer any questions to Ms. Nedra Bell (PFA liaison) or any of the executive board members:

Josie Garro – Pres.	(909) 627-2413
Maryann McBee – VP	(925) 449-8495
Marietta Tipton – Treasurer	(408) 842-2503
Cathy Kennedy – Secty	(916) 483-5228