UHS Site Council is responsible for reviewing and approving the allocation of undesignated tax credit monies. These funds, which are subject to State of Arizona guidelines, are intended to provide support for eligible activities, supplies and materials that enrich or enhance the academic experience of UHS students and could not otherwise be funded. To further a consistent and fair process, the Site Council has designated the Tax Credit and Budget Subcommittee to accept applications, evaluate requests, and recommend action to the Site Council.

**Step 1: Determine Eligibility**

The State of Arizona has established guidelines for tax credit monies. All requestors should review these guidelines to see if the proposed request meets eligibility requirements. (*https://www.azdor.gov/TaxCredits*)

**Ineligible**

The following requests are not eligible: gifts or incentive rewards, recreational field trips, graduation and promotion expenses, professional development, District expenses, advertising, fundraising activities, movie tickets, classroom supplies, library books or funds for individual students.

**Eligible**

The following requests are generally eligible: trips for competitive events (e.g., AIA, Science Olympiad), musical instruments, art supplies, educational field trips, fine arts performances, athletic and band uniforms, sports equipment and other optional materials that support extracurricular activities and are not required to successfully complete the basic requirements of a course or required curriculum.

**Step 2: Complete Appropriate Request Form**

There are two forms to request tax credit monies: *Form A: Grant Request for Activities* and *Form B: Grant Request for Supplies & Materials.* Based on the nature of the request, complete the appropriate form and submit to Carol Gaddis, UHS Staff, at least two weeks prior to the Site Council’s scheduled monthly meeting. Supporting documentation must be stapled to the request. Requestors should ensure that the narrative is concise and clear and that it includes an itemization of the proposed costs. Applications will be considered on a first-come, first-serve basis. Funds will be awarded based on their availability and how well the grant request aligns with the goals of the Site Council.

**Step 3: Tax Credit and Budget Subcommittee Review**

All grant requests will be reviewed by the Tax Credit and Budget Subcommittee, typically the Wednesday prior to the scheduled Site Council meeting. Subcommittee members may ask requestors to attend their meeting to provide additional input.

**Step 4: Site Council Vote**

The Tax Credit and Budget Subcommittee submits their recommendation in the form of a resolution for the Site Council to accept or reject. Requestors will be notified of the disposition of their requests within one week of the meeting. If a request is not approved or returned for additional information, it may be reconsidered at a subsequent monthly meeting provided the requestors submit additional documentation per the timeline and process outlined in Step 2 above. Recipients of Site Council grants are asked to wait one year before submitting another request.

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| Organization/School Club: UHS Wellness | Requestor Name: Joel Bacalia | |
| Total $ Requested: $2,880 | Date of Request: 9/2016 | |
| Date Funds Required: 9/27/2016 |  | |
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| 1. Briefly describe the nature of your request, including a description of the activity, event or competition for which the funds will be used; attach literature or brochures if available. | | |
| In accordance with the Needs Assessment data related to student wellness and input from parents and students who were present at the last School Council and UHSPA meetings when Jordan Wiley-Hill presented on Mindfulness, UHS administration would like to make a recommendation to our finance sub committee. We recommend that we utilize non-designated tax credit funds not to exceed $2,880 for Mindfulness training in our 6 Health classes this school year. These sessions would directly benefit approximately 200 students in the area of wellness.  In addition to the monies requested, we would like to recommend that a pre and post survey/assessment be given to students in an attempt to determine the benefit students demonstrate through this format of Mindfulness training. We would seek student, parent, Mindfulness trainer, and school staff input for the creation of the survey/assessment that would be utilized. | | |
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| 1. How often does this activity occur (e.g., one-time, recurring)? | | |
| Mindfulness training in our 6 Health classes this school year. 3 first semester and 3 second semester. | | |
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| 1. What is the educational value and/or benefit of this activity? | | |
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| Mindfulness is utilized as an approach to oneself that provides the practitioner the awareness and tools necessary to improve focus and combat stress. | | |
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| 1. How are participants identified or selected to participate in this activity? | | |
| We will target Health class students as the practice of Mindfulness is a mental health support. | | |
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| 1. How will this activity support the UHS Vision and Goals? | | |
| Mindfulness is in accordance with the Needs Assessment data related to student wellness as well as the University bound focus of UHSs stakeholders. College preparation requires hard work which can lead to stress and Mindfulness can help combat the negative aspects and practices of stress providing more efficient work, study, and focused academic experiences. | | |
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| 1. If applicable, please list any other funding sources utilized; describe efforts your organization has made to promote tax credit donations to your stakeholders and supporters. | | |
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| Requestor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Subcommittee notes and recommendation: | |  |
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| Organization/School Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Requestor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Total $ Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of Request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Date Funds Required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
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| 1. Briefly describe the nature of your request, including a description of the supplies or materials requested; attach itemized breakdown of costs and a quote if available. | | |
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| 1. How often does this need for supplies or materials occur (e.g., one-time, recurring)? | | |
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| 1. What is the educational value and/or benefit of this request to participants, students or UHS community? | | |
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| 1. If applicable, please list any other funding sources utilized to address this need. | | |
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| Requestor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Subcommittee notes and recommendation: | |  |
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