



CDO Site Council Tax Credit Request

Request Criteria

Request for contributions from the CDO Site Council undesignated tax credit funds will be considered based upon the following criteria:

- **Request Submittal in Writing**—The request form below must be submitted by the 15th of the month to Karri Johnson in Administration to be considered for the upcoming meeting. Site Council meets August through April, except no meeting in December.
- **Request Frequency**—The Site Council may limit organizations to one request per academic year.
- **Request Submittal at Meeting**—The organization must send one or more representatives to the upcoming Site Council meeting to provide a brief presentation (5 minutes maximum) on the request addressing the information requested below and any questions from the Site Council.
- **Request Decision**—The CDO Principal will inform the organization of the Site Council’s decision the next school day.

Request Form

Date					
Organization					
Reason for request/need for funds					
Amount Requested from Site Council					
Total Amount needed for this activity/event					
Of this total amount, please indicate other fundraising efforts your organization has undertaken to raise funds					
Deadline for receiving the funds:					
Contact information: Name, email and phone number					
For office Use Only:	Mtg Present Date:	Accepted/Declined:	Comments:	Amount \$:	Date Notified: