Friends of TOPS  
Check Request Form, School Year 2019-20

Section 1: Expense Type

Please check one of these boxes for the appropriate expense type:

- Out of pocket reimbursement
- Vendor invoice for product/service

Section 2: Payment Information

Payee information

Name of Payee
Mailing address
Contact name (if payee is a vendor)
Email
Phone

Requested amount


Section 3: List of 2019-20 Funded Programs

Check one box only!  (Program Manager listed after each program.)

**Community**
- 8th Grade Passage (Jenny Gamache)
- Community Building (Tina Shereen)
- Deaf Culture Week (Laura Obara Gramer)
- DHH Family Night (Laura Obara Gramer)
- Family Directory (Sharon Lynch Grey)
- Food Security Backpacks (TBD)
- Ice Cream Social (Ian Dickson)
- Kinder Kamily History (Akiko Yabuki)
- New Family Orientation (TBD)
- Talent Show (Stacy Yen)
- Taste of TOPS (Akiko Yabuki)
- Teacher Appreciation (TBD)

**Enrichment**
- Activity Bus Coordinator (Amy Schwentor)
- After School Enrichment Scholarships (Stacy Yen)
- Art Supplies for K-8 (Suzanne Wakefield)
- Battle of the Books (Thadeus Brown)
- Drama & Movement Program (Nicholas Schirmer)
- Environmental Ed. Scholarship (K. Lebby & D. Bloedel)
- Kindergarten Dance (Melody Bernal)
- Library Development (Nicholas Schirmer)
- Music (Ted MacGovern)
- Phenomenal Falcon Fund (Amy Schwentor)
- Photo Class (Don Zemke)
- Portable Cameras (Don Zemke)
- TOPICS (Kathy Cowles)
- Unicycle & Circus Arts (Don Zemke)
- Urban Horticulture (Kacy Lebby)

**Overhead**
- Annual Fall Fund Drive (Laura Baker & Amber Gee)
- Auction Expenses (Trevor Lalish-Menagh)
- Finance and Bank Fees (Ted MacGovern)
- Principal’s Discretionary Fund (Amy Schwentor)
- Site Council Food (Amy Astle-Raaen)
- Snack Closet (Donna Peters)
- Volunteer Coordinator (Tanya Mertel & Teri Gaines)

**Academics**
- Certificated Teacher Stipend (Amy Schwentor)
- IA Fund (Amy Schwentor)
- Math & Reading Intervention (Amy Schwentor & Mark Ellis)
- Planting the Seeds (Shannon Hieger)
- Science Materials (Dan Bloedel)
- Writers in the School (Marianne Clarke)
- Young Playwrights Project (Marianne Clarke)

**Other**
- Class funds (PM: see list on back)

NOTE: Which grade level? Please circle one:  
K 1st 2nd 3rd 4th 5th 6th 7th 8th

Section 4: Signatures and Approvals

Requester:  
Program Manager/Approver:*  

<table>
<thead>
<tr>
<th>Print name</th>
<th>Print name</th>
</tr>
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<tbody>
<tr>
<td>Sign name</td>
<td>Sign name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

* The Payee and Program Manager/Approver cannot be the same person. See page 2 for details.
Fill out the form on page 1 to get reimbursed for an out-of-pocket expense or to pay a vendor invoice.

Helpful tips

- This form is used to get reimbursed for an out-of-pocket expense (most common) or to pay a vendor invoice. An out-of-pocket expense is something you paid for yourself but want to be reimbursed from a funded Friends of TOPS (FOT) program. In section 1, check the appropriate box.
- Name of Payee — to whom should the check be made out?
- Mailing address — most checks go through the mail so this is required
- To electronically sign the form on page 1: How to Electronically Sign PDF Documents Without Printing and Scanning Them
- For Class Funds
  - On the front of this form, after checking the Class funds box, indicate for which grade the class fund expense is associated
  - Each class’s Room Rep is the Program Manager/Approver. (See table at the bottom of this page.)
  - If you’re the Room Rep and you’re need to be reimbursed for an out-of-pocket expense, have the teacher fill out and sign the Program Manager/Approver section of the form

This form will be sent back if:

- Receipt(s) or invoice aren’t attached or included somehow
- Fields are left blank
- The Payee and Program Manager/Approver are the same person. If you’re a Program Manager and you’re asking for yourself to be reimbursed, please get someone else to sign in the Program Manager/Approver — e.g. a teacher or another parent who can verify what you spent what you say you spent on the FOT program.
  - A Requester can make a request to reimburse themselves (i.e. Requester is the same as the Payee), but someone else needs to approve it.

List of PMs for class funds

<table>
<thead>
<tr>
<th>Signe Lalish-Menagh</th>
<th><a href="mailto:signe@signerose.org">signe@signerose.org</a></th>
<th>Room Rep - K - Jordan Griffith &amp; Melody Bernal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsay Calkins</td>
<td><a href="mailto:lindsay.dell.calkins@gmail.com">lindsay.dell.calkins@gmail.com</a></td>
<td>Room Rep - 1st - Danielle Rosenberg</td>
</tr>
<tr>
<td>Michi Nair</td>
<td><a href="mailto:michinair@gmail.com">michinair@gmail.com</a></td>
<td>Room Rep - 1st - Kevin Miller</td>
</tr>
<tr>
<td>Akiko Yabuki</td>
<td><a href="mailto:Akikoyab@aol.com">Akikoyab@aol.com</a></td>
<td>Room Rep - 2nd - Natasha Gislason</td>
</tr>
<tr>
<td>Mai Ketcherside</td>
<td><a href="mailto:mai.ketcherside@gmail.com">mai.ketcherside@gmail.com</a></td>
<td>Room Rep - 2nd - Emily Williams</td>
</tr>
<tr>
<td>Yvonne Devineni</td>
<td><a href="mailto:yvonne.devineni@gmail.com">yvonne.devineni@gmail.com</a></td>
<td>Room Rep - 3rd - Sydney Silver</td>
</tr>
<tr>
<td>Rachael Taylor</td>
<td><a href="mailto:rachaelmeadtaylor@gmail.com">rachaelmeadtaylor@gmail.com</a></td>
<td>Room Rep - 3rd - Kacy Lebby</td>
</tr>
<tr>
<td>Delight Roberts</td>
<td><a href="mailto:altahoe@hotmail.com">altahoe@hotmail.com</a></td>
<td>Room Rep - 4th - Katherine Hinn &amp; Katie Waters</td>
</tr>
<tr>
<td>Ruslana Sabbagh</td>
<td>tanya <a href="mailto:ua78@hotmail.com">ua78@hotmail.com</a></td>
<td>Room Rep - 5th - Danielle Alon &amp; Heidi Herr</td>
</tr>
<tr>
<td>Lori Tate</td>
<td><a href="mailto:loritateart@outlook.com">loritateart@outlook.com</a></td>
<td>Room Rep - 6th - Marianne Clarke &amp; Guy Lawrence</td>
</tr>
<tr>
<td>Kris Shaw</td>
<td><a href="mailto:kris.shaw@gmail.com">kris.shaw@gmail.com</a></td>
<td>Room Rep - 7th</td>
</tr>
<tr>
<td>Margaret Ales</td>
<td><a href="mailto:maggieales@gmail.com">maggieales@gmail.com</a></td>
<td>Room Rep - 8th</td>
</tr>
</tbody>
</table>

Questions? Send them to treasurer@topsk8.org