



# SEATTLE ACADEMY

## SAAS Parent Association Reimbursement Form

Today's Date: \_\_\_\_\_

Please write the amount you are requesting in the appropriate line(s) below. Be sure to attach receipts, calculate a total, and tell us how and where to make your check payable.

| <b>Budget Category</b>               | <b>Amount Requested</b> | <b>Grade Level if applicable</b> | <b>Description of Event/Expense</b> |
|--------------------------------------|-------------------------|----------------------------------|-------------------------------------|
| <b>PARENTS-</b>                      |                         |                                  |                                     |
| Class Rep-organized events           | \$ _____                | ____th                           | _____                               |
| Enrichment programs                  | \$ _____                |                                  | _____                               |
| Parent "Thank You" Notes             | \$ _____                |                                  | _____                               |
| <b>STUDENTS-</b>                     |                         |                                  |                                     |
| 6th Grade Fall Social                | \$ _____                | 6th                              | _____                               |
| 8th Grade Moving Up                  | \$ _____                | 8th                              | _____                               |
| 9th Grade Fall Social                | \$ _____                | 9th                              | _____                               |
| Graduation Reception                 | \$ _____                | 12th                             | _____                               |
| <b>FACULTY APPRECIATION-</b>         |                         |                                  |                                     |
| Holiday Baskets                      | \$ _____                |                                  | _____                               |
| Luncheon                             | \$ _____                |                                  | _____                               |
| <b>SCHOOL ENRICHMENT-</b>            |                         |                                  |                                     |
| Back to School Fall Picnic           | \$ _____                |                                  | _____                               |
| Welcome Coffee-Fall                  | \$ _____                |                                  | _____                               |
| Spring Welcome Party -Upper School   | \$ _____                |                                  | _____                               |
| Spring Welcome Party -Middle School  | \$ _____                |                                  | _____                               |
| <b>PARENT ASSOC. EXPENSES-</b>       |                         |                                  |                                     |
| Parent Rep Mid-Year Meetings         | \$ _____                |                                  | _____                               |
| Parent Rep Fall Training             | \$ _____                |                                  | _____                               |
| Parent Rep Spring Social             | \$ _____                |                                  | _____                               |
| Refreshments                         | \$ _____                |                                  | _____                               |
| Supplies                             | \$ _____                |                                  | _____                               |
| Volunteer Appreciation               | \$ _____                |                                  | _____                               |
| <b>OTHER-please explain at right</b> | \$ _____                |                                  | _____                               |
| <b>TOTAL AMOUNT REQUESTED:</b>       | <b>\$ _____</b>         |                                  |                                     |

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Mail Reimbursement Form and receipts to the Parent Association Treasurer:

Valerie Kampe  
1106 E. Denny Way  
Seattle, WA 98122