

# FORM A WORKSHEET

## ASSISTING WITH FILLING OUT FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

*This is for your assistance only and does not need to be submitted with the Application Form*

### STEP 1

List the number of free and reduced lunch students identified in the October 1, 2023 report submitted by your school to the Minnesota Department of Education. Enter these numbers on FORM A

Grade 9: 211  
Grade 10: 231  
Grade 11: 226  
Grade 12: 185

TOTAL: 853

Enter these numbers on FORM A

### STEP 2

Identify the **UNDUPLICATED** number of free or reduced lunch students who participated in your activities program during the 2023-2024 school year.

- Unduplicated: Only count each student participant one time.
- In calculating your unduplicated number, count each student once regardless of the number of activities in which the student might participate. **The total unduplicated count below must not be more than the total number in Step 1.**

*Example: Sally Smith: Fall-volleyball; Winter-dance; Spring-golf.  
Sally counts as one student regardless of the number of activities in which she participates.*

*Bill Johnson: Winter-wrestling.  
Bill counts as one student and only participated in one activity.*

**TOTAL UNDUPLICATED COUNT**  
of free/reduced lunch students

125

Enter this number on FORM A

### STEP 3: NOT LATER THAN NOVEMBER 15, 2024

Complete the online Form A application at [mshslfoundation.org](https://mshslfoundation.org)

Contact your school administrator and have the MSHSL Foundation Form A Resolution approved by the Governing Board of your school.

Once approved, the Governing Board Chair and Governing Board Clerk/Treasurer shall sign the Resolution.

Upload the PDF of the Resolution on the Form A application or email MSHSL Foundation Resolution to [mshslfoundation@gmail.com](mailto:mshslfoundation@gmail.com).

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