

PTO Funding Request Form

PTO does not fund: Individual student requests or athletic activities/events

NEW: Please check areas your organization will participate in the next Turkey Trot

Register/Participate:_____ Volunteer Prior:_____ Volunteer Day of:_____

Organization requesting funds: _____

Representative Name: _____

Amount requested: _____

**Funding request will not exceed the maximum of \$800. Special circumstances will always be considered.*

What are you requesting the funds for?

If this is a funding request for a field trip, please complete the following:

Student/parent payment: _____

Transportation (cost/method) Destination: _____

Admission costs: _____

Other expenses: _____

How will this contribute to the education of students?

How many students are affected by this request? _____

What other fundraising activities completed or planned?

Will this be an ongoing or one time request? _____

Activity account balance (if available)? _____

What other individuals, agencies or groups will be contributing and how much?

Please clearly complete all of the questions or the form will be returned to you.

Please see back of form for submission process.

Step 1: Technology Coordinator OR Director Building/Grounds (circle one) Date form received: _____

***If your request does not involve one of the above, you may skip this step.**

Recommendations: _____

Reviewed this request (Signature/Date): _____

Step 2: Administrative Designee Date form received: _____

***Your request must be submitted to your administrative supervisor three weeks prior to PTO meeting.**

Can or should this funding request be a budgeted item? _____

Recommendations: _____

Administrator reviewed this request (Signature/Date): _____

Step 3: PTO Committee Date form received: _____

***Your request must be submitted to the PTO two weeks prior to PTO meeting.**

Date reviewed by PTO: _____

Recommendations: _____

What, if any additional information needed: _____

Approved: _____ Amount: _____ Denied: _____ Tabled: _____

Funds will be directly paid or allocated.

Please submit invoice, receipts or requisition form to the PTO no later than May 31st.

Approved requests do not carry over to following fiscal year

