

GOLDA MEIR PTO FUNDING REQUEST FORM

Our goal is to provide the biggest impact with our limited resources. Therefore, we are more inclined to support projects that benefit as many students as possible. This may come in the form of programming for students or items that will be used over the long-term. We will also consider partially funding some projects.

Please Note:

1. PTO meetings are the fourth Monday of each month at 6:30 p.m. unless otherwise determined.
2. This form is to be completed and submitted to the Principal for approval, with a copy provided to goldapto@gmail.com, by 9:00 a.m. on the Monday preceding the next general PTO meeting. No request will be considered after the final PTO meeting of the school year.
3. The person requesting the funds or his/her representative should be present at the meeting to answer any questions pertaining to the request.
4. A request may be tabled and/or denied if no representative is present.
5. If a request is tabled, it will be considered old business at the next scheduled meeting. If a request is denied, a new request will have to be submitted.
6. A receipt/invoice is required for all approved requests.
7. There is a yearly budget of \$1500.00 for all requests.*
8. A classroom or activity request may not exceed \$200.00.*
9. Only one request will be approved per classroom or activity each year.
10. Requests will be honored on a first-come-first-serve basis.

* These budgetary amounts may be adjusted each school year.

DATE:	AMOUNT REQUESTED:	DATE FUNDS NEEDED:
REQUESTOR NAME/ROOM NUMBER:	NUMBER OF STUDENTS BENEFITTING:	
GRADE REPRESENTED:		
PRINCIPAL SIGNATURE:	ATTENDEE/PRESENTER AT PTO MEETING:	

DESCRIPTION OF REQUEST AND HOW IT MEETS GOLDA'S EDUCATIONAL GOALS:	
OTHER FUNDRAISING TO SUPPORT EVENT:	
HOW MUCH HAS BEEN RAISED SO FAR:	DATE OF ACTIVITY:
<p>If this funding request is for a field trip please complete the following:</p> <p>Destination: _____</p> <p>Admission cost per student: _____</p> <p>Student/parent payment (if applicable): - (_____)</p> <p># of students: x _____</p> <p>Total admission cost: = _____</p> <p>Total transportation cost: + _____</p> <p>Other cost: + _____</p> <p>Total cost: = _____</p>	<input type="checkbox"/> There are supporting documents attached. <input type="checkbox"/> This request has been granted by the PTO in the past year. <input type="checkbox"/> You would consider modifications to this request (where possible) if it would otherwise be declined.

For PTO use only:		
Date reviewed: _____	PTO check #: _____	PTO Signature: _____ (Title)
_____ Request approved	_____ Request denied	_____ Request approved with modifications (<i>see below</i>)
Modifications/Reasons:		

