Prussing PTO – Funding Request Form

*Please note that the PTO meets the 1st Wednesday of every month during the school year and funding requests are reviewed at that time. Please submit request 30 days prior to when funds are needed for adequate review and approval.*

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| Date submitted: | Submitted by: |
| Title of funding request (for agenda purposes): | |
| Total amount requested: | Date funds are needed by: |

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| What are you requesting funds for? |

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| Who will benefit from this request? (Please include an approximate number.) |

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| Are there other fundraising activities completed or planned? |

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| Are there other individuals or groups that will be contributing and how much? |

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| If this funding request is for a ***field trip***, please complete the following:  Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Admission cost per student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student/parent payment (if applicable): -(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  Number of students: x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Total admission cost:*** =\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Total transportation cost:*** +\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other cost: +\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Total cost:*** =\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | □ There are supporting documents attached.  □ This request has been granted by the PTO in the past  year.  □ You would consider modification to this request (where  possible) if it would otherwise be declined. |

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| For PTO use only:  Date reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTO check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ Request approved □ Request declined □ Request approved with modifications (see below) |