



## PTO GIFTS PROGRAM

### Requests for PTO Funding 2017-18

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Any teacher, parent, or student who has a request for funds from the PTO must fill out this form. Please answer these questions as thoroughly as possible, providing supporting detail and information. When completed, please return to the administration at either school by **Monday, October 23, 2017**.

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1. Define your request:

2. Amount requested:

3. Can this project be funded in stages? If yes, what timetable is involved? If no, please explain your due date for funds.

4. Has this request been reviewed by the school administration? What was their response as to its merit and priority?

5. **Number of Students that will be impacted or benefit from your request:**
  
6. **Is this a one-time request or do you envision needing additional PTO funds in the future or long range? If you will require additional PTO funds, please explain why this cannot be added into your annual budget.**
  
7. **What is the intended goal of your request? Would it have any other uses or applications? Is this a start up program or is it enhancing an existing program? Use additional paper if needed.**
  
  
8. **What are the long range benefits of your request?**
  
  
9. **If you are requesting a capital asset/investment, please provide a minimum of two options/pricing quotes on the item and attach to this form. Please identify your first choice and why.**
  
  
10. **Have you exhausted all other funding options before coming to the PTO Gifts Program?**