

## **BTMES PTO Request**

The BTMES PTO is happy to hear about what our students and staff are doing and we want to help! We make every attempt to assist, especially if your request will benefit the school or grade level in it's entirety. Please ensure that the form is filled out completely. We will contact you if we need more information or if there is a request for a representative to attend a PTO meeting to present the request. Any request over \$500 will automatically require attendance at a PTO meeting for final approval.

Name of requestor and position:\_\_\_\_\_

Email address:\_\_\_\_\_

What are you requesting from PTO?:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any item or informational links you would like to provide?:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If it is a monetary request, how much are you requesting?:\_\_\_\_\_

Is there a deadline on your request? If yes, what is the deadline?:\_\_\_\_\_

How will your request benefit Barre Town students or staff?:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What grade level(s) will benefit from your request?:\_\_\_\_\_

If funded, how many students (approx.) will benefit from this request?:\_\_\_\_\_

Administrator approval:\_\_\_\_\_ Date:\_\_\_\_\_