

Lakota East High School PTSO Special Funding Request

Process:

1. East PTSO will consider requests for funding presented by any East staff, student, parent, or East student group.
2. Requested funds must be for the benefit of 100% East students, staff or facilities. Requested funds that impact Lakota district-wide students, staff or facilities of which East represents a portion will also be considered, however, funds that meet the former criteria will take priority.
3. Any request for funds from outside the PTSO must first be reviewed by East Principal before sending to the PTSO.
4. Requests from outside the PTSO will be submitted via the Funding Request form.
5. If cost is not pre-determined, please provide at least two estimates and attach to the Funding Request Form.
6. Funding Request must be sent to the PTSO President (lehsptso@gmail.com) in advance of a PTSO meeting
7. It is strongly encouraged that a request representative attend a PTSO meeting in person to briefly (2 minutes) present their request and answer questions. Representatives only need to stay for the Funding Requests portion of the meeting. In-person presentation of the funding request not only ensures the appropriate relay of information related to the request, but also that any questions and concerns can be addressed at the time of request. This will also ensure a prompt vote on the request.
8. Emergency funding requests (that could not have been anticipated in advance): A review and vote may be conducted outside of a PTSO meeting. The Funding Request Form should be emailed to PTSO President (lehsptso@gmail.com) noting that it is for review outside of the normal protocol.
9. Funding Requests will only be considered while money remains in the Special Requests budget for the year. PTSO-driven Special Gift funds can be fully allocated at any time during the school year.
10. Approved funds can either be made available in advance of payment by check (if invoice is provided) or can be reimbursed afterwards by check. Please provide receipts, not to exceed approved amount. (Not applicable if funding is not for something with invoice or receipt.)

Request Form:

Group or Individual Requesting Funds _____

Was this request reviewed by East Principal? Yes No; **Date approved** _____

Amount Requested \$ _____ *(please attach at least 2 estimates, if applicable, or proof of cost)*

Who will benefit from these funds? _____

How many people will benefit from these funds? _____

Funding Requested For *(attach extra sheet if necessary):*

Is the entire project amount being requested of the PTSO, or **are additional funds being raised** in some other manner (please explain)?

Is this a new expense or same as previous years? _____

If this expense has been paid in previous years, **who paid for it?** _____

If the PTSO does not vote to provide funds, **how will the expense be paid?** _____

Date money is needed _____

Date of **PTSO meeting** when funding request will be presented: _____. PTSO meetings are the 2nd Wednesday of the month, 6:30PM, Freshman Innovation Hub unless otherwise noted. Please see PTSO website for meeting dates. In-person presentation is strongly encouraged, but not mandatory. Requests that are not presented in person may be denied or delayed due to unanswered questions or concerns.

Want to fill this out online? Find the Google Form here: <http://bit.ly/LEHSPTSOFFUNDING>