

Hawley Elementary PTO Request Form

Date: _____

Teacher or staff member submitting request and department: _____

Requested amount from Hawley PTO = \$ _____

Purpose for request:

Has this been previously requested from the Hawley PTO or another local club?

YES NO

If so, who was the request submitted to before?

Please **return this request form to the Hawley Elementary Principal**. Upon the Principal's review, it will then be submitted to the Hawley PTO mailbox for member discussion.

Requests other than grade level field trips need to be presented to the PTO the 2nd Tuesday of each month at 6pm in the Elementary library. Are you available to present the request in person? YES NO N/A(Field Trip Request)

_____ Approved _____ Denied _____ More info is needed