



## TEACHER REQUEST FORM

The Horrell Hill PTO recognizes our teacher's efforts in the classroom and definitely supports those endeavors for which funds are not otherwise available with regular school budgeting. The PTO is committed to fundraising in order to be able to provide such funding. Each year, we set aside a special amount in our PTO Budget for teacher needs and we hope to be able to accommodate your requests. Filling out a request does not guarantee approval. The request will need to be approved by the Officer Board of the PTO and the Principal.

Please know that your efforts to help with our fundraising are important, and we need your support! We truly appreciate all of the staff participation in all of our fundraisers. Thank you for all that you do!

In order for the PTO to consider a special request, we ask that you complete the following information:

REQUESTED AMOUNT: \$ \_\_\_\_\_

WHAT THE FUNDING WILL BE USED FOR: \_\_\_\_\_

WEBSITE OF PRODUCT/PROJECT:

\_\_\_\_\_

WHO WILL BENEFIT, and HOW:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTER NAME: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form, addressed to PTO President (Via the PTO Box in the front office) You can also email your request to [HorrellHillPTO@outlook.com](mailto:HorrellHillPTO@outlook.com). Please use the subject line: Teacher Request Meetings are normally held on the 2nd Tuesday of each month, during the school year.

Sincerely,

*Jessica Green*  
Jessica Green  
PTO President