Carriel PTO Funding Request Form

Steps to request funds from Carriel Junior High PTO:

1. Complete the PTO Funding Request Form and include any supporting documentation (catalog info, pricing research, source, etc.)
2. Turn in a completed request to the PTO Box in the office or send it in an email to **ptocarriel@gmail.com**. PTO general meetings are the third Wednesday of each month, so requests should be turned in 10-14 days prior to the meeting to allow time for the PTO Board and Principal to review.
3. The Principal and the PTO Executive Board will review each request; the PTO Board will make a recommendation on the request to the general membership. Decisions will be based on available funds, benefits to the students/school, availability of other funding sources, etc.
4. PTO Treasurer will notify the requester of the disposition of their request.

Factors to consider when submitting a PTO Funding Request Form:

- Educational Significance: impact on teaching and learning
- How many students benefit from the activity or resource? (More is better)
- What is the total cost? (Include tax, shipping, ongoing costs beyond initial expense, etc.)
- Are funds available elsewhere? I.e., is this something the District or other funding source should provide?

Applicant(s) Name/Contact Info:

_____

Subject Area: _____

Grade Level(s): _____

Description/Purpose for which PTO funds will be used:

_____

_____

_____

Educational Significance and number of students who will benefit/other info the PTO should know:

_____

_____

_____

_____

Amount of Funding Request (include any ongoing expenses, e.g., subscription renewal): _____