

HARTELY ELEMENTARY PTO

Request for Expenditure of PTO funds Application

Project Title: _____

Department and Grade Level: _____

Amount requested \$ _____ toward a total project budget of \$ _____

Other sources of funding that have been approached for this request: _____

Applicant Name: _____ Applicant Position: _____

Email Address: _____ Telephone number: _____

District technology director's signature (if applicable): _____

Please return your completed form to the PTO mailbox in the School Office at least 1 week prior to a scheduled PTO meeting.

Thank-You!

To be completed by the PTO

Request funded: Yes Partial No

Amount funded: _____

PTO president signature: _____ Date: _____

Principal signature: _____ Date: _____

PLEASE READ PRIOR TO MAKING YOUR FUNDING REQUEST:

Each year we would like to invite the staff at Hartley Elementary to request funds from your PTO. Because of fundraisers throughout the year (the BlueJay Blast, can drives, book fairs, etc.) and through the generosity of local businesses, staff from our schools, and parents and friends of our students we are able to provide this opportunity for you as staff to enhance the experience of our student's learning through these special funds.

Criteria for Funding Approval:

- PTO Funds are not to be used toward faculty/staff salaries, athletic programs/events or bricks & mortar.
- Priority will be given to requests that benefit the largest population of students.
- Priority will be given to requests that enhance the educational experience for students.
- Priority will be given to requests that cannot be funded from another source.
- Consideration will be given to disburse the funds in a balanced approach.

Funding requests can be made at any time during the year. We have four (4) general meetings scheduled where funding requests can be voted on by PTO general membership. Funding requests should be submitted to Hartley PTO no later than one (1) week before a scheduled general PTO meeting in order to be voted on during that meeting. Please place funding requests in the PTO mailbox located in the office. PTO funding requests can also be emailed to hartleypto@gmail.com.

The PTO Executive Board has the authority to allocated funds of \$750 or less without bringing the request to the General Membership for approval. All funding requests over \$750 must be voted on by the General Membership at a scheduled general meeting. Although the Executive Board can approve requests less than \$750 outside of a general meeting, the Board can also choose to hold approval on such requests until the next scheduled meeting.

The purpose of our funding is to support new and exciting learning opportunities for students. Some examples could be but are not limited to:

- Equipment
- Software & Technology
- Publications
- Supplies
- Field trips
- Resource speakers/experts, etc.

If you are purchasing electronics, your request will need to be signed by our district technology director to ensure that it is compatible with our systems and related training. At this time you may find that there will be more costs to consider. Such electronics or other non-consumable items become the property of the school, not the personal property of the recipient.

If you are granted your request, you will have 3 months from receiving your funds to use it otherwise you will have to reapply. As you establish your project, we would appreciate a brief paragraph summarizing your student outcomes along with your receipts. We would also love to have pictures to show everyone the success of your project. Thank you!

PROJECT DETAILS AND DESCRIPTION

Please describe how this project will inspire your students.

Project Description: What will this project do to increase students' passion for learning?

Benefit to Students: What group of students will be impacted and how will they be involved?

Expected Outcomes: How will you know if your project is successful?

Describe the anticipated budget for your project. Wherever possible, please attach whatever documents you can to support the expense, including invoices, catalog price sheets, etc.