

## JEANNETTE RANKIN PTO FUNDING REQUEST FORM

Funding Requests are due in the PTO mailbox by the 15th of the month to be considered at the next monthly PTO meeting. A representative requesting the funds is encouraged to attend the monthly meeting and present their request(s) at the meeting. *If monetary request(s) is/are greater than \$500.00 attendance is REQUIRED.*

***PTO meetings are held the first Tuesday of every month, 7:00 pm in the library at Jeannette Rankin School.***

Request Date: \_\_\_\_\_

Organization/Individual Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Description of Request:

How will the donation benefit the Jeannette Rankin students and school, how will it enhance curriculum or student experience?

What is the total amount needed for your project? \_\_\_\_\_

Who else have you gone to for support and how much support have you received to date?

What is the funding amount requested from PTO? \_\_\_\_\_

*Please complete if applicable:*

Event Date(s): \_\_\_\_\_ Donation Need by Date: \_\_\_\_\_ -

\*\*\*Please attach any additional information that may be applicable to this grant request.\*\*\*

Date Submitted: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

\*\*\* For PTO Use Only\*\*\*

Date Received: \_\_\_\_\_ Executive PTO Vote: Date: \_\_\_\_\_ Approved \_\_\_\_\_ Rejected \_\_\_\_\_

COMMENTS:

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General Public PTO Vote: Date: \_\_\_\_\_ Approved \_\_\_\_\_ Rejected \_\_\_\_\_

COMMENTS:

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If approved, total amount awarded: \_\_\_\_\_ Date of payment: \_\_\_\_\_ Check # \_\_\_\_\_