

**Lewis & Clark PTA**

**Teacher and Staff Request for Funds for 2018-2019**

All requests for funds over \$150 will be reviewed two times a year: at the October and March PTA meetings. In order to be reviewed during one of these cycles, this form must be submitted to the PTA at least one week before the meetings. In turn, the PTA will be able to let you know the status of your request within a week after the meeting. It is possible the PTA might ask you to be present at the meeting for a short period to answer questions regarding your request.

Please provide the following information. You may attach additional pages, if necessary.

1. Contact information:

Name: \_\_\_\_\_

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

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

2. Amount requested: \$ \_\_\_\_\_

3. Date by which funds are needed: \_\_\_\_\_

4. Project name and description:

5. What specific needs will this project satisfy? What is the purpose of the project?

6. Please explain how this project ties in with your curriculum.

7. How will PTA funds be used?

8. Does project require cooperation, collaboration, or involvement of Lewis & Clark teachers?

If so, please describe this involvement, and state whether teachers have been contacted and, if so, their level of support for project.

9. Project timeline:

Please state dates of project implementation, and whether this is a one-time project or ongoing project.

10. Total Project Budget:

Please provide an outline of your total project budget. Identify other sources of funding, if any, and amounts funded (or anticipated to be funded) through other sources, including in-kind donations.

11. Evaluation:

Describe how the success of this project will be evaluated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact Alissa Schumacher, PTA President, at [raschumacher08@gmail.com](mailto:raschumacher08@gmail.com) with any questions or to turn in this form.

Received by president \_\_\_\_\_  
(Signature) (date)