

SCHOOL PTA

Request of PTA Funds



Date: _____

Name of person requesting funds: _____

Description of item/project/activity requested (over if more space is needed): _____

Amount requested: \$ _____ Date needed: _____

Other funding source (if applicable) _____ \$\$\$ Amount: _____

The item, project or activity (see below for definition) must meet at least one of the following: Please indicate which criteria the budget request is consistent with:

The item, project or activity will benefit the majority of the entire school population (i.e. 50% or more of each grade level)

OR

If the item/activity requested is made on the behalf of one (1) committee or one group then it must meet one the following criteria:

- ▶ The item can be reused for at least a total of 3 years **or**
- ▶ it will benefit at least 90% of the students by enhancing student pride or spirit, quality of education or school reputation.

OR

If the item, project or activity is requested by a staff member of McKinley:

- ▶ It will benefit at least 90% of the entire student population **or**
- ▶ more than 50% of the entire student population will benefit **and** it will be used for a total of 3 years or more **or**
- ▶ it is to be used by only 1 grade level it must benefit at least 90% of the entire grade level **and** the item can be used for a total of 3 or more years.

OR

If the item, project or activity is a one-time activity or will be used only one-time it must:

- ▶ Be an item, project or activity that will benefit the **majority** of the entire school population (i.e. 50% or more of each grade level) **or**
- ▶ produce a permanent change that would benefit at least 90% of the students by enhancing student pride or spirit, quality of education or school reputation.

Person requesting funds must be a PTA Member at our school. After completion of this form please forward it to the PTA President for consideration by the PTA membership. You may be asked to attend a PTA meeting to present your program/activity or reason for the request of funds. Thank you!