

Newby PTO Funding Request Form

The Newby PTO funds various projects that benefit Newby Memorial Elementary School, and completion of this form will help the PTO allocate available funds. Please return the completed form to the PTO mailbox in the office or submit to a PTO officer. Applications for funding will first be reviewed by the board, and applicants will need to present their request during a regularly scheduled PTO meeting. Please note that submission of this form does not guarantee funding, and that items purchased prior to approval may not be reimbursed.

Date of Request: _____ Applicant: _____

Email or other contact information: _____

Name of Project, Club, or Department: _____

Faculty Advisor: _____

Requested Funds: \$ _____ Number of students will benefit from this project or club: _____

Briefly describe the goals and expected outcome of the project or club in relation to the students, school, and/or community: _____

Describe how the requested funds will be used: _____

List other sources of funding that have been pursued: _____

Please describe how this has been funded in the past, if applicable: _____

For Official Use:

Approved Rejected Deferred Deferred Date: _____

Remarks: _____

PTO Officer Signature: _____