2015-2016 PTSO Budget Request Form

Submission due date: Tuesday, APRIL 28TH
Final budget presentation: Tuesday, May 4th PTSO meeting

<u>**All requests must be submitted by 4/28 for consideration**</u> **and will be reviewed & debated by PTSO Executive Board using the following criteria.**

- Budget request is well researched, detailed and complete *(attach documents as needed)*
- Request has teacher or administration sponsor
- Access to the benefits of the request is not limited to a few # of students
- All PTSO funded programs are reviewed annually. Nothing currently funded is 'grandfathered' into next year's budget
- Budget approval is conditional pending final costs and vendor selection

REQUESTER NAME	PHONE #	EMAIL ADDRESS
TEACHER/ADMINSTRATION SPONSOR	**PHONE #**	**EMAIL ADDRESS**

What is the area of emphasis the requested item/service/program will serve?

☐ Support academic achievement of our students (e.g. tools & resources for the classroom, tutoring, etc.)

☐ Support the whole child & family (e.g. emergency assistance, fruit cart)

☐ Support teachers, interns & staff (e.g. host family gift cards, holiday/year end teacher dinner, appreciation meals and assistance with school programs)

☐ Support for enrichment opportunities at the school & for expenses not covered by school budget. (extra-curriculars including arts, athletics, clubs, etc.)

☐ Provide support for school trips including 5th, 6th and 8th grade

☐ Facilities/equipment upgrades not feasible in the school's budget

DETAILED REQUEST – SPECIFICALLY WHO DOES IT SERVE AND HOW? NUMBER OF PEOPLE IMPACTED? *(ATTACH DOCUMENTS AS NEEDED)*	
DETAILED BUDGET – HOW MUCH WILL IT COST? IS IT A ONE TIME COST OR ON-GOING? *(ATTACH DOCUMENTS AS NEEDED)*	
DOES REQUEST REQUIRE USE OF AL STAFF OR FACILITIES? IF SO, DETAIL THE IMPACT TO THE SCHOOL & STAFF.	
IF ITEMS/EQUIPMENT TO BE PURCHASED, BY WHO?	**LIST SUPPLIERS/VENDORS THAT HAVE BEEN CONTACTED. (***ATTACH ANY ESTIMATES/BIDS RECEIVED)*
DESCRIBE IMPLEMENTATION STRATEGIES/COORDINATION WITH THE SCHOOL: *(Name & contact info if different then requester)*	

Submit requests by Tuesday, April 28th to PTSO Treasurer, Lynne Porthouse: lynneporthouse@hotmail.com