

Narragansett High School PTO

2017-2018 Request for PTO Funds

Thank you for your request for PTO funds. When completing this form be sure to include the principal's signature before submitting to the PTO mailbox located in the main office of NHS. Your request will be presented to members of the PTO at our next regularly scheduled meeting. Please plan accordingly. **For the 2017/2018 school year, the NHS PTO meetings will be held on September 28, October 26, December 7, January 25, March 8, and May 10.** All requests should be submitted by the last meeting of the school year. While it is always a good idea to have a representative at the PTO meeting to answer questions regarding your request, a representative must be present if requesting funds over \$250.00. For all requests, a board member will notify you of approval or disapproval via email or teacher mailbox.

Name(s): _____ Date: _____ E-mail: _____

Grade Level/Dept.: _____ Amount Requested: _____

Signature of Principal: _____

If funding is approved, to whom should the check be made payable?

Date funds are needed: _____

How many children and/or staff members do you anticipate will benefit from this program or project? _____

Is this a one-time request or one that you anticipate will require additional funds next year?

Have you considered any other funding sources?

Briefly describe your request. Explain how students will benefit by this project or program.

PTO Action: Approved _____ Modified Approval _____

Denied _____ Tabled for more info _____ \Date: _____

For Treasurer: Check# _____ Date: _____