

Narragansett High School PTO 2022-2023 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. Dates for this school year, the NHS PTO meetings will be held on September (27nd), October (13th; MMP planning only), November (9th Thursday), January (19th), March (9th), May (11th)

ALL REQUESTS SHOULD BE SUBMITTED BY THE LAST MEETING OF THE SCHOOL YEAR (if possible); unfortunately, if you wait to the end of the year the funds may not be available. 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, partial approval, or disapproval via email or teacher mailbox. PLEASE REFER TO THE BOOSTER CLUB FOR SPORTS TEAM RELATED REQUESTS!!!

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? _____ If so, please explain: _____

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