

STACY MIDDLE SCHOOL PARENT TEACHER ORGANIZATION

STACY MIDDLE SCHOOL FACULTY FUNDING REQUEST

The PTO funds various projects that benefit the Stacy Middle School community. Completion of this form will help the PTO to allocate available funds. Please use the back of this form for additional information. Submission of this request does not guarantee funding. Please return the completed form to the PTO mailbox in the office.

Name of Applicant _____ Date of Request _____

Contact phone number/extension _____ Title of Project _____

Grade _____ Date of Event _____ Need by Date _____

Description of Project/event (please include all information you feel will best describe your request)

How many students will benefit from this? _____

What are the goals and outcomes of this project in relationship to the students, school and community?

Amount Requested for this project/event \$ _____ Check Payable to? _____

Are there other sources of funding? _____

Has PTO funded this project/event in the past? _____

At times PTO members ask questions regarding these requests. We encourage you to attend the PTO meetings to assist in answering and sharing your knowledge and enthusiasm. The meetings are the third Wednesday of each month at 6:30 pm in the Media Center.

Please note that no item should be purchased, project/event be scheduled until there is a request form filled out and been approved unless you are willing to assume risk of paying for the item/project/event yourself if not approved.

An approval request does not automatically result in the issuance of payment. Once you have an invoice or receipt, please forward to the PTO mailbox, "attention treasurer" and a check will be issued.

For Official Use:

Board Action: Approved Rejected Deferred Date: Remarks _____

Signature of PTO Officer _____