



LES PTA Scholarship Fund Request Form

This form should be completed at least 7 days prior to the date of expense.

This form is to be used for the explicit purpose of allowing every child to attend or participate in class-wide programs such as in-house or off-campus field trips. The child's teacher will determine if the scholarship is warranted based on the teacher's knowledge of the child's financial need. The scholarship may only be used for educational purposes, and may NOT be used for school pictures, yearbooks, or any other optional expense that is not incurred by all students in the class. Requests will be granted on a first-come, first-served basis and are dependent upon PTA budgeted funds being available. The LES PTA reserves the right to deny any scholarship request.

Whenever possible, requests should be submitted at the grade level, not by individual class. Complete the form and put it into the **PTA Treasurer's file in the PTA file cabinet** in the school office. A response will be put into the grade level chair's mailbox. For questions or last-minute requests, email the Treasurer at treasurer@lespta.com.

Teacher or Grade Level Chair Name: _____ Grade: _____

Field Trip Information	
Field Trip Name: _____	
Cost per child: _____	Date of trip: _____

Class/Teacher and Total Number of Scholarships Needed	
Teacher Name:	Number of Scholarships:

Total # of Scholarships Requested: _____

Total Cost of Scholarships: _____

Teacher or Grade Level Chair Signature: _____ **Date:** _____

PTA Treasurer Approval Signature: _____ **Date:** _____

PTA Treasurer's Use Only		
Check #	Amount	Date Disbursed