

# 2025-2026 Elkins High School PTO Teacher/Staff Gifting Request Form

- This form is used to request items that will benefit the students and staff at EHS.
- Requests can only be submitted by current PTO members.
- Any gifted items are for use at EHS and remain property of EHS, not the requestor.
- Ongoing maintenance and repairs of gifted items are the requestor's responsibility.
- Ensure the gift information is accurate, as it will be used to order items if the request is approved.

## Requestor Information

|  |                     |
|--|---------------------|
| Name:  | Date of Submission: |
| E-Mail:  | Phone:              |
| Number and description of students impacted by the requested items:  |                     |
| What other funding sources have been explored? <input type="checkbox"/> N/A <input type="checkbox"/> Grant <input type="checkbox"/> Budget <input type="checkbox"/> Donations <input type="checkbox"/> Other |                     |
| Rationale (Explain the purpose, who will benefit, frequency of use, educational goals to be accomplished, sustainability, how long the items will be used and any other pertinent information):              |                     |

## Gift Information

| Item Description       | Item Number | Quantity | Vendor | Amount |
|------------------------|-------------|----------|--------|--------|
|                        |             |          |        | \$     |
|                        |             |          |        | \$     |
|                        |             |          |        | \$     |
|                        |             |          |        | \$     |
|                        |             |          |        | \$     |
|                        |             |          |        | \$     |
| Total Amount Requested |             |          |        | \$     |

## PTO Gifting Committee Decision

Approval: ☐ Approved ☐ Not Approved ☐ Other (explain below)

Notes: