**HYES PTO**

**Funding Request Form**

The HYES PTO works hard to secure funding to support items within our current budget. In the event of extra funds, requests may be submitted for projects, activities, books, equipment, or anything that enhances the academic lives of children at Mary G Fritz and Highland Elementary Schools. In order to appropriately consider all funding requests that come to the PTO, we require the following information:

**Requester(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding Requested:** **$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe the Item(s), Activity, or other Service requested—How will it benefit the students and school?**

You may attach your description instead, if you prefer. Include forms, fact sheets, financial specifics such as model numbers and itemized expenses, if applicable. Please be as specific as possible.

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**Who will benefit from the purchase of the Item(s), Activity, or other Service?** (school-wide, grade-wide, or classroom specific) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is there a specific date by which you need the funds?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional information that the PTO should take into consideration:**

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**Requester Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Every effort will be made by the PTO to be fair and equitable when considering funding requests for teachers, staff, and students. While the PTO would like to honor all requests for funds, we have a limited amount of funding. The PTO will give preference to funding requests that will impact as many students, families, and faculty as possible, with consideration given to those that provide a longer-term benefit.*

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| **PTO Use Only**Approved \_\_\_\_ Denied \_\_\_\_                                         Processed by: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_If denied, why: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Amount: $\_\_\_\_\_\_\_\_Date requester notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_                        ð Request completed |

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