



Elm Creek Elementary Parent Teacher Organization (ECE PTO) Fund Request Form

The purpose of this form is to request funds from the Elm Creek Elementary PTO (ECE PTO) for school related events, items, and/or programs.

All requests will be reviewed by the ECE PTO Board and you will receive an email notification of your funding request approval or denial from the ECE PTO Treasurer within 4 business days.

Today's Date: _____

Fund Requestor(s): _____

Fund Requestor's Email: _____

Total Funds Requested: _____

Date Funds are needed by: _____

School year funds are requested for:

☐ Current school year 2025-2026

☐ Next school year 2026-2027

What grade(s) will the funds be used for:

☐ All grades

☐ 2nd grade

☐ Skills

☐ Pre-K

☐ 3rd grade

☐ Phy-Ed

☐ Kindergarten

☐ 4th grade

☐ Other:

☐ 1st grade

☐ 5th grade

The event funds are being requested for (*Provide as much detail as possible*):

Provide an estimated breakdown of how the funds will be used (e.g., transportation, materials, vendor fee, etc.):

Provide first and last names of others, if any, that would request reimbursement from these funds if approved (e.g., all PE teachers, SOAR Store volunteers).

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Created: 08/18/2025 By: MPT

Treasurer use only:

Date request reviewed by PTO board: _____ Decision made by PTO board: _____

Date requestor notified of status: _____