

Echo Canyon PTO Request for Funds –or- Item Request



RETURN form to the **PTO PRESIDENT MAILBOX** located in school office

Requests will be considered at all monthly meetings throughout the year; time will be set-aside on the agenda to discuss requests. Requests forms must be submitted to the PTO at least one week prior to the scheduled meetings.

Thank you!

QUESTIONS? treasurer@echocanyonpto.com

Individual Submitting Request

NAME:

DATE OF REQUEST:

EMAIL:

STAFF /TEACHER PARENT OTHER

GRADE LEVEL/DEPARTMENT:

Item or Funds Requested

Item Description:

-OR-

Amount of Money Requested: \$

Date that the item or funds are needed by:

Describe the project or items that you are requesting funds for (attach additional sheets in necessary).

What will be the use or educational benefit of the item request, if funded?

Associated Costs if PTO is responsible for purchasing item. Attach description, item number and pictures where available. Please take the time to shop for the best price you can find.

Cost:

Catalogue Name:

Shipping/Handling:

Vendor Name & Phone:

TOTAL COST:

Website:

SIGNATURES

Submitted by Signature:

Date:

Board Member Signature:

Date Received:

Principal Signature:

Date Received:

PTO Board Use Only

APPROVED _____ DATE Voted on _____ CATEGORY _____

NOT APPROVED _____ ACTION TAKEN _____ TREASURER'S INITIALS _____



Echo Canyon PTO Request for Funds –or- Item Request Process

Vision Statement: *The Parent Teacher Organization is here to work with parents and teachers to support and build a better community; greater connections from home to school. Our goal is to enhance the educational experience for our students by supplementing and supporting the needs of teachers to promote academic and enrichment activities. Together we will foster the best possible educational experiences for our children.*

The purpose of our PTO is, in part, to provide financial support where needs are recognized. We recognize our teacher's efforts in the classroom and support those endeavors for which funds are not otherwise available through regular school budgeting. This money is available because of the PTO's continued commitment to fundraising. Each year we will set aside a special amount in our PTO Budget for teacher needs and we hope to always be able to accommodate your requests.

PLEASE NOTE: Your efforts to help with our fundraising are important, and we need your support! We truly appreciate all of the staff participation in all of our fundraisers and events. Thank you! For the upcoming school year, teacher/staff requests will be considered at all monthly meetings through May 2018. Time will be set-aside on the agenda to discuss any requests. **We strongly encourage you to be present to offer any additional information also to answer any questions that arise. If there are any questions concerning a request and you are not present, it will be tabled for another month.**

Request Procedures

- Request forms must be submitted to the PTO at least one week prior to the scheduled meeting, enabling them to be included on the agenda that is posted in advance of all meetings. There is a form on the back of this sheet and extras can be found in the staff mailroom in our PTO President mailbox in a folder labeled PTO FORMS.
- Discuss the request with Mrs. Hughes to see if school funding is available.
- Research resources. Attach a copy of the best price you have found, be it from a catalogue or website. Note: Include shipping and handling.
- Place the form and any attachments in the PTO President mailbox.

No request is a silly request! We are here to work together with each of you. Funding may be granted for special equipment, software, books, games, small furniture, and much more. And because we recognize the many creative ways our teachers strive to inspire our students, we would also like to give support for extras on field trips and special projects. PTO funding may not always be available, however, for regular classroom instruction, textbooks, or other projects/purchases that fall under the School District's responsibility. This is a wonderful opportunity for the PTO to address current teacher and student needs that might otherwise be put aside due to lack of funds.

Schedule

Our PTO typically meets the first Wednesday of each month at 6:00 p.m. in room 603. Remember to submit requests at least one week prior to the meeting date. Refer to our PTO calendar for dates.

Thank you for all your hard work, dedication, and ideas, which benefit our children and our school! If you have any questions, feel free to contact us. It was our biggest fundraiser of the year