



PTO Teacher Special Funding Request Form

Each year PTO recognizes teachers' efforts in the classroom and supports those endeavors for which funds are not otherwise available with regular school budgeting / constraints. 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, and we hope to always be able to accommodate your requests. PLEASE NOTE: Your efforts to help with our fundraising are important, and we truly appreciate all of the staff participation in our fundraisers. Thank you!

In order for the PTO to consider a special request, please complete the following information with as much detail as possible:

AMOUNT REQUESTED: \$ _____ DATE NEEDED: _____

WHAT MONEY WILL BE USED FOR: (When possible, please attach copies from catalogs.)

WHO WILL BENEFIT, and HOW: (Priority will be given to requests that enhance the academic program for a significant number of Melridge students.)

- Single Teacher/Class
- Entire Grade Level
- Entire School

REQUESTER: _____ Grade: _____

Date: _____ Member of PTO? _____ Principal's Initials: _____

Please return this form to the PTO Box no later than one week prior to the next PTO meeting in order to be assured consideration at the next meeting. Meetings are normally held on the second Monday of each month during the school year.



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