

Courtade Elementary School PTO

Grant Request Form

Complete the form below to request unbudgeted funds from the PTO. Funds in budgeted categories are paid through the Check Request Form. Requests totaling less than \$150.00 will be reviewed by the PTO Board and approved/denied by majority vote of the Board, typically within one week of submission. Those totaling over \$150.00 will be reviewed and approved/denied by majority vote of the PTO at the next PTO meeting, currently held on the 2nd Wednesday of each month. We aim to respond to requests under \$150.00 within one week of submission. Keep this timeline in mind when turning in a request to ensure that the board and the membership have ample time to review and research as needed, and get check signatures. PTO funds must be used to benefit students' health, welfare, safety, or education, and your request will be considered in light of these requirements. Please attach or e-mail any research you have done on cost and be sure to include enough detail about how the funds will be spent.

Teachers and staff members: If your request involves funds for trainings, seminars, etc., please be aware that if approved, you may be required to come back and discuss what you learned and train parents and other staff members if appropriate.

Submit a hard copy of this form to the PTO Board via the PTO box in the office.

Date of Request _____

Name _____

Grade Level _____

Request _____

Cost \$ _____

How will the fulfillment of your request benefit students' health, welfare, safety, or education?

 **Courtade Elementary School PTO** 

Grant Request Determination

(When completed, make 1 copy for file, and deliver 1 copy to requesting party.)

Under \$150.00

Date of Board Vote _____

Over \$150.00

Date of PTO Vote _____

- Approved
- Denied

- Approved with Stipulations

- Additional Information Required

FOR TREASURER USE ONLY

Date of Disbursement: _____

Fund Disbursed From Line Item: _____