

## Lakewood School PTO Request for Funds Process

One primary function of our PTO is to raise and distribute funds for the enhancement of Lakewood School and the Twin Lakes Community. Our goal is to do as much as we can to support programs, events, activities and special requests. In order to better achieve that goal, this system has been put into place to ensure all funds are distributed as efficiently and as fairly as possible.

Once the PTO Board has received this form, your request will be submitted for review at the next monthly PTO meeting. You should plan on attending this PTO meeting to present the information to the members and Board personally. The PTO meets on the second Tuesday of each month at 6:00 pm in the school library.

Additionally, please bring any supporters of your cause: parents, students, and/or teachers, and any documentation.

The form requires the following information:

- Requestor name
- Amount requested
- Purpose of funds
- Recipients that will benefit
- Supporting documents: monetary quotes, catalogs, etc.

For planning purposes, as much advance notice for the need for funds is requested. *If there is an immediate need for the funds, the request may be approved by completing the form and an email vote can be sent out to the PTO members.* Please feel free to contact a Board member with any additional questions or concerns.

# Lakewood School PTO Funds Request Form

The Lakewood School PTO funds various events, activities and programs that benefit our school and community. Completion of this form will help the PTO to allocate available funds and present the information to PTO members. Please use the back of the form to provide additional information if needed. Submission of this request does not guarantee funding. Please return the completed form to the PTO mailbox or submit to a PTO Board member.

Name of Applicant: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Title of Project/Event/Activity: \_\_\_\_\_

Total Amount of Funds Requested: \$ \_\_\_\_\_

Date Funds Are Needed By: \_\_\_\_\_

Describe your project/event (Please include all information you feel will best describe your request):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many students will benefit from this project? \_\_\_\_\_

What other sources of funding have you pursued? \_\_\_\_\_

How has this event or project been funded in the past? \_\_\_\_\_

**Applications for Funding will be reviewed by the PTO at the regular scheduled monthly meeting. Please note that purchase of items prior to project approval does not guarantee reimbursement.**

For official use:

Board Action:    Approved    Rejected    Remarks:

Signature of PTO Officer \_\_\_\_\_