

CENTRAL ELEMENTARY SCHOOL PTO PHILANTHROPY FUNDING PROCESS

The Central School PTO funds various projects and supplies throughout the year at the request of Central School staff and parents. Funding requests are evaluated based upon the cost and the number of students benefitted. Need is also taken into consideration. Staff and parents are encouraged to submit funding requests to the PTO and every attempt will be made to fulfill as many as possible and appropriate.

The process for requesting PTO funding is as follows:

- Requests for PTO funding can be submitted 3 times a year. The 2012-13 deadlines are:
 - October 26
 - February 1
 - April 12
- Complete a PTO Funding Request Form, which is attached and can also be found on the PTO website.
- Completed forms will be handed into the PTO mailbox. *Late submissions will be rolled over to the next review date.*
- The PTO will secure the necessary administrative approvals.
- The PTO Philanthropy Committee will meet to review requests and determine if it wishes to fund the requests, defer and ask for additional information, or deny the request.
- Approved requests will then be presented at the next monthly general PTO meeting for voting by membership.
- Responses to the requestor will be granted within 2 weeks of the PTO meeting.

Thank you for your interest! We are excited to read about your new ideas, needs and other requests!

**CENTRAL ELEMENTARY SCHOOL PTO
FUNDING REQUEST FORM**

Staff Member/Parent Name:

Amount Requested (can be approximate):

Description of Funding Request (*details are good- links, companies, contacts, pictures, etc*):

APPROVALS:

Principal:

Dr. Janice Limperis

Date:

PTO Co-Presidents:

Amy Jacksic and Lynda Murphy

Date:

For PTO use:

PTO Check #:

Amount:

\$ _____

Date: _____