

CENTRAL ELEMENTARY SCHOOL PTO PHILANTHROPY REQUEST

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. We are looking for provide educational experiences, equipment that enhances a learning experience, etc.

Need is also taken into consideration. Parents as well as staff 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 must be submitted by 3/31
- Complete a PTO Funding Request Form, which is attached and can also be found on the PTO website.
- Completed forms will be handed in the PTO mailbox. *Late submissions will not be accepted.*
- 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**

Requestors Name: _____

Amount Requested (can be approximate): _____

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

APPROVALS:

Principal: _____

Peter Gatz

Date: _____

PTO Co-Presidents: _____

Lynda Murphy and Jessica Niekrasz

Date: _____

For PTO use:

PTO Check #: _____ Amount: \$_____

Date: _____