

Instructions Regarding Funding Requests Franklin School PTA

Franklin School PTA receives numerous funding requests from parents, teachers, staff, and administrators throughout the school year. To make this process more efficient and to better document PTA activities, the PTA has created the Funding Request Form. Below are instructions and things to keep in mind when requesting PTA funds.

- All requests for PTA funds must be in writing using the attached form. Provide as much detail as possible and feel free to supplement the form with additional information.
- Submit the request by sending it to the school addressed to PTA, by placing it in the PTA mail box in the front office, or by placing it in PTA room in the Presidents mail slot.
- The PTA Board will review submitted requests at their next monthly meeting. You will be notified as soon as possible of the Board's decision. The Board's possible actions include denying the request, approving the request or tabling the request for further information. The Board may request that you attend a meeting to allow an opportunity for questions.

Things to keep in mind:

While all requests are worthwhile, the Franklin School PTA will only provide funding to those requests that are in line with its goals and missions and where resources are available.

PTA's primary mission is to promote children's health, well-being, and educational success through strong parent, family, and community involvement. There are a wide range of factors that go into supporting success. When providing your information, please let the Board know how your project/item does this. PTA places greater weight on projects/items that impact a large population of the school rather than an individual classroom.

If funding is granted or denied, it does not mean that a precedent has been set or that any funds will be awarded or denied for similar future requests. PTA may be presented with a great project or item that can't be funded during a specific semester or year, but could be funded at a different time. Equally, PTA may fund a project or items and then determine in the next year that a different request takes priority.



Franklin School PTA Funding Request Form

Person or Group making request: _____

Contact Number _____ Email _____

Description of item/project:

Detailed Cost Estimate (Attach bid/quote or describe below using catalog #, store name, etc.):

Who will benefit from this item/project and how? _____

Will volunteers be used/needed to implement project? Yes No

Date this item/project is needed: _____

Date request submitted: _____

PTA Review date: _____

Comments/Questions: _____

_____ Approved _____ Denied _____ Additional information needed