

Franklin School PTA

Instructions Regarding Funding Requests

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 necessary to describe the purpose and need for your request. Additional information may be appended to the request form.
- Submit your request by email to the PTA President (see PTA webpage for email address).
- 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.

While all requests are worthwhile, the Franklin School PTA will only provide funding to those requests that are in line with the PTA's goals and missions and when 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 explain how your project/item addresses the PTA's primary mission. 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

Date:

Person or Group Making Request:

Preferred Contact Information (phone or email):

Description of Item or Project:

Detailed Cost Estimate (Include website product address or other cost confirmation):

Who Will Benefit from the Item or Project, and How?

Will Volunteers be Needed to Implement the Project? Yes No

Date the Item or Project will be Implemented:

PTA Review Date:

Comments/Questions:

_____ Approved _____ Denied _____ Additional information needed