

Reynolds Elementary PTO Funding Request Form

The PTO funds various projects that benefit the Reynolds Students. Completion of this form will help the PTO to allocate available funds. Please use the back of the form to provide additional information. Submission of this request does not guarantee funding. Please return the completed form to the PTO mailbox in the office or submit to a PTO officer.

Date of Request: _____

Name of Applicant: _____

Contact phone number or email: _____

Title of Project/Name of Club or Department: _____

Request: _____

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

How many students will benefit from this project? _____

What are the goals of this project in relationship to the students, school and community?

What is the expected outcome of this project?

How has your club been funded in the past?

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

For official use:

Board action: Approved Rejected Deferred Date:

Remarks:

Signature of PTO Officer _____ Date Paid: _____ Check# _____

Or reimbursement info attached.