

MEADOW PARK PARENT TEACHER ORGANIZATION

REQUEST FOR FUNDS APPLICATION FORM

The Meadow Park PTO funds various events, activities and programs that benefit our school and community. Completion of this form will help the PTO to allocate available funds and present the information to PTO members. Please use the back of the form to provide additional information if needed. **Requests are due 2 days prior to PTO meetings in order to be considered.** Please return the completed form to the PTO mailbox or submit to meadowpark.president@gmail.com.

Name of Applicant: _____

Date of Request: _____

Email of Applicant: _____

Title of Project / Event / Activity: _____

Total Amount of Funds Requested: _____

Date Funds are Needed by: _____

Describe your Project / Event (Please include all information you feel will best describe your request):

How many students will benefit from this Project? _____

What other sources of funding have you pursued? _____

How has this event or project been funded in the past? _____

Reviewed by Principal: _____

(Principal's Signature)

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

For Official Use:

Board Action: Approved Rejected Remarks:

Printed Name & Signature of PTO Officer: _____

Date: _____