

Atkinson Elementary PTA Funding Proposal Form

Thank you for your interest in submitting a funding proposal for the PTA's consideration. The PTA has an adopted budget and limited discretionary funds; however, if you have an idea for a new program, event or item you believe supports our goals (listed below), please fill out the back of this form and return it to the PTA Treasurer's inbox in the school office.

PTA Budget Program Goals:

- 1. Celebrate and Preserve:** Celebrate cultural diversity and foster understanding through community events and student programs.
- 2. Enrich and Promote:** Enrich student education through programs that support achievement and well-being.
- 3. Engage:** Engage families through volunteer opportunities, events, and education, which build community.
- 4. Advocate:** Advocate on behalf of students through activism and fundraising that supports better educational experiences in the school, district, city and state.

Funding Proposal Procedure:

For the PTA to consider your funding proposal, you must first fill out the back of this form with a rationale for the new expenditure. Return the completed form to the Treasurer's inbox in the school office or via email. The treasurer will bring the proposal to the next PTA board meeting. The person or group making the budget proposal must attend the same board meeting, either in person or via phone conference, to answer questions about the proposal.

If the Board approves the previewed proposal, the Board will then present it to the PTA general membership for a vote at the next regularly scheduled general meeting. For the general meeting, the submitters of the funding request should bring copies of the proposal rationale and two copies of any additional attachments (one for the minutes and one to circulate).

Check list for making a funding proposal:

- Completed Funding Proposal Form with rationale
- Submitted Funding Proposal Form to PTA Treasurer
- Attended PTA Board Meeting to answer questions about the proposal
- Attended PTA General Membership Meeting to answer questions
- Copied the proposal and rationale for distribution at the General Membership Meeting
- Passed?
- No? Re-submit?

(Form on other side)

Atkinson Elementary PTA Funding Proposal Form

Submitted by: _____

Date: _____

Email/ Phone: _____

Parent? _____ Child/Children at Atkinson: _____

Teacher/ Staff? _____ Position at Atkinson: _____

Amount requested: _____

The primary goal of this idea is to (see description of these goals on other side of form):

- Celebrate and Preserve
- Enrich and Promote
- Engage
- Advocate

Explain how your proposal meets the above goal(s): _____

Explain how the money will be used: _____

Please itemize associated costs, including any supplies and start up cash required. Attach a separate sheet if necessary. _____

Will the funds be matched by another source outside of PTA? (circle one) Yes No

Explain: _____

Proposed Schedule for spending the money (all approved funding proposals must be utilized and reimbursement requests made prior to end of the school year): _____

Proposed location of item/event: _____

Number of volunteers required: _____

Approximate number of students impacted/ attendees: _____

Who will be in charge of this proposal or event: _____

PTA Board Actions (To be filled out by the PTA Board):

Recommendation: _____

Amount Rewarded: _____

Date Approved or Denied: _____