

# Laurel Nokomis School PTO

## 2018-2019 Funding Request Application and Procedure

*To the Laurel Nokomis School Teachers, Administration, Staff and Organizations:*

The PTO's fundraising efforts help pay for various programs and initiatives that enrich the educational experience of all of our students. The Laurel Nokomis School PTO allows Laurel Nokomis School Teachers, Administration, Staff and Organizations to request funding for various initiatives, programs, supplies and other items that are not expressly covered by the annual school budget.

Every effort is made by the PTO to be fair and equitable when considering funding requests. While the PTO would like to honor all requests for funds, we have a limited amount of funding to work with. The PTO board attempts to apportion the funds throughout the school and looks favorably on requests that are used to enrich the educational experience of the greatest number of students, families, and faculty as possible, with consideration given to those that provide a longer term benefit.

On the next page of this letter you will find the PTO FUNDING REQUEST APPLICATION FORM for your use in requesting funds from the PTO. Please be as detailed as possible regarding the funding request (including the description, desired benefit, cost and number of students it will benefit) as it will allow the PTO to better assess the request.

An individual or group must complete the following procedure in order for their request for funding to be considered:

1. Fill out this LNS PTO Funding Request Application. It can found in the LNS Front office or on the LNS website under the PTO Tab and in the forms section. The form must be filled out in its entirety.
2. **DEADLINE:** Any requests should be submitted to the PTO (via either the PTO dropbox in the school's office mailroom or via an email to [LNSPTOTreasurer@gmail.com](mailto:LNSPTOTreasurer@gmail.com)) prior to the January GENERAL PTO meeting on **January 16, 2019**. If you submit an application in the PTO Dropbox, email [LNSPTOTreasurer@gmail.com](mailto:LNSPTOTreasurer@gmail.com) to inform the treasurer that you have submitted the paper form.
3. You may present your request at the General Meeting of the PTO in January. This years January meeting is on **January 16, 2019**.

Please know that:

- Funding request are for the next academic school year.
- Requests do not carry over from year to year and a new request must be submitted each year.
- Funds must be spent in the manner for which they were originally requested.
- Requests may be approved, denied, partially approved or approved with conditions.
- Decisions are made during the meeting of the PTO Board of Directors in May.
- You will be notified as soon as possible of the PTO Board's decision regarding your request
- Please do not assume that a prior years funding or denial guarantees continued annual financial support or non-approval.
- Items purchased with this funding become the property of the school and classroom, grade group or department for which it was purposed.

Please contact the PTO Treasurer at [LNSPTOTreasurer@gmail.com](mailto:LNSPTOTreasurer@gmail.com) with any questions regarding the Funding Request Application.

Sincerely,

Laurel Nokomis School PTO Executive Board

**2018-2019 LNS PTO FUNDING REQUEST APPLICATION**

NAME OF REQUESTER: \_\_\_\_\_ DATE: \_\_\_\_\_

PTO MEMBER (CIRCLE ONE): YES      NO      TITLE OF REQUEST(FOR EXAMPLE - "AUTISM UNIT HEADPHONE REQUEST"):

IF FOR ORGANIZATION, NAME OF ORGANIZATION/DEPARTMENT \_\_\_\_\_

FACULTY ADVISOR TO ORGANIZATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TOTAL AMOUNT REQUESTED: \_\_\_\_\_

**ESTIMATED PURCHASE DETAIL IF ITEMS TO BE PURCHASED:**

ITEM:	QUANTITY:	COST PER ITEM:	TOTAL PER ITEM:
	TAX AMT:	SHIPPING COST:	TOTAL COST:

PURPOSE (DETAILED DESCRIPTION OF HOW MONEY WILL BE SPENT (attach additional pages for added details):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT ARE THE EXPECTED OUTCOME OF THIS PROJECT? \_\_\_\_\_

\_\_\_\_\_

WHY SHOULD THE PTO FUND THIS/WHAT IS THE BENEFIT FOR FUNDING THE REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT SUPPORT DOCUMENTS ARE YOU ATTACHING TO THIS REQUEST SUCH AS QUOTE FOR THE PRODUCT OR SERVICE. PLEASE INDICATE SOURCE OF YOUR QUOTE(S) \_\_\_\_\_

\_\_\_\_\_

(FLIP OVER)

WHO WILL BE SERVED/BENEFIT BY THIS FUNDING REQUEST: (NUMBER OF STAFF/STUDENTS/CLASSROOMS/ GRADES/DEPARTMENT/ORGANIZATION'S NUMBER OF MEMBERS SERVED): \_\_\_\_\_

HAVE YOU REQUESTED FUNDING FROM THE SCHOOL ADVISORY COUNCIL (SAC) OR OTHER SOURCES OR CONTRIBUTIONS? IF SO, DESCRIBE WHAT WAS DONE AND THE OUTCOME:

HOW MUCH MONEY DO YOU HAVE IN YOUR LAUREL NOKOMIS SCHOOL INTERNAL FUND (ACCOUNT WITH TRICIA CARD) AND WHY ISN'T THAT MONEY BEING UTILIZED TO PAY FOR THIS INITIATIVE?

IN THE LAST THREE YEARS, HOW MUCH AND WHEN HAS THIS GROUP/TEACHER/ORG RECEIVED FUNDING FROM THE PTO (NOT COUNTING FALL FESTIVAL)? \_\_\_\_\_

WHAT WAS IT FOR: \_\_\_\_\_

THIS SCHOOL YEAR DID YOU HAVE:

FALL FESTIVAL BOOTH(CIRCLE ONE) YES NO; FALL FESTIVAL AUCTION BASKET (CIRCLE ONE) YES NO

NEED FUNDS BY DATE: \_\_\_\_\_

(DO NOT WRITE BELOW THIS LINE)

PRINCIPAL (INITIAL ONE) APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ (Principal promises that by Approving the item(s), he promises to fund the item(s) if the PTO deposits the funds in the LNS Account with the Bookkeeper.)

PTO DECISION (CHECK ONE): DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PART APRV \_\_\_\_\_ APPROVED WITH CONDITIONS \_\_\_\_\_ DENIED: \_\_\_\_\_

REASON: \_\_\_\_\_

PLEASE DO THE FOLLOWING: \_\_\_\_\_ Requester to Make Purchase/Submit invoice to PTO for Reimbursement.

\_\_\_\_\_ Funds Deposited in LNS Account with Bookkeeper Tricia Card.

\_\_\_\_\_ PTO will make the purchase/To be Completed By: \_\_\_\_\_

Notes: \_\_\_\_\_

Signature of the PTO Officer: \_\_\_\_\_ Date Signed \_\_\_\_\_