



# Longfellow PTO

## PTO Fund Request Form

- PTO fund request forms will be collected two times per year. Our first due date is the last week in October and the second due date will be the last week in February. To request funds from the PTO, please fill out this form and submit it to the Principal. Also, make a copy of your request form and put it in the PTO folder in the Longfellow office (Jacie's desk).
- The PTO will review the requests submitted. Depending on the number and financial amount of requests, we will let you know the status of your request.
- If you completed a form by October, we will invite you to the November or December meeting to present your request. We will allow time for discussion.
- For the request forms that are collected in October, decisions will be made by January (depending on the status of our big fundraiser in the fall).
- After the vote in December or January, we will contact you with our decision. If approved, you will need to make arrangements for payment with the PTO Treasurer.
- If we have a substantial amount of money in the spring, we will do a second round of request forms that will be due at the end of February. We will review at the March and April meetings, and then decisions will be made by May.
- After you have received the funds and purchased your item(s), the PTO would appreciate a follow-up demonstration to learn about your item(s) that you purchased and the benefits it has brought to our Longfellow students.
- Criteria for disbursing PTO funds include but are not limited to the longevity of the purchase(s), the benefit to the maximum number of students possible, and the achievement of our goals in the areas of academic, physical, emotional and social growth. Field trips will not receive PTO funds unless there are extenuating circumstances.
- Financial distributions are made based on availability of funds according to the Longfellow PTO by-laws.
- Please do not contact PTO board members individually about your request. We are a group and PTO funds need to be voted on as a group.
- If you have any questions about this process, please contact a PTO officer or Dr. Penny Reedy for further clarification. Thank you!

(Form continued on the next page)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date: \_\_\_\_\_

**Item or services requested, including educational benefit:**

(Please give a full description or any other pertinent information.)

**Who will use this item?** (Entire grade, your class, entire school)

**How long will these items last?**

This form is for PTO funds only. It is not an approval form for a field trip or other classroom activity.