

Forest Grove PTA

Request for Money Information

The Forest Grove PTA receives numerous requests for funds from teachers, staff and parents throughout the school year. They vary from special supplies, learning tools, new sound system for the auditorium, and guest speakers. Some should be funded through the school, and others are more appropriate for PTA funding. The PTA tries to set aside money each year for such requests. To make this process more efficient, the PTA has put together a few guidelines that will better assist you in determining what should be requested either through the school or the PTA.

- 1. If the request is for typical school supplies (paper, notebooks, assignment pads, technology equipment, etc) this should all be submitted to the Principal for possible inclusion in the Forest Grove School budget.**
- 2. PTA requests should preferably benefit the majority of the school rather than a specific classroom or grade. However, there can be exceptions.**
- 3. If you are aware of a specific need for the next school year, please submit the request to the PTA by the end of March, as we will be finalizing our next years' budget in April.**

All PTA funding requests MUST be in writing.

If you would like to submit a request to the PTA, please complete the two page Request Form and submit the request as soon as possible. Provide as much detail as possible. Place all requests in the PTA box in the school office. (If you have any questions regarding what can and can't be requested, please contact a PTA Board Member or the school Principal).

The PTA will discuss and vote on all requests at the next PTA meetings (1st Tuesday of each month) and you will be notified immediately.

In addition, if you have any concerns, comments, or other issues, please submit them to the PTA or attend a PTA meeting. It is encouraged that you attend a PTA meeting to make a brief presentation of your request to allow an opportunity for questions and comments.

Working together can we make a significant difference in our children's lives!

Forest Grove PTA Funds Request Form

Date request submitted: _____

Name of person submitting: _____

Class/Department/Event: _____

Description of item or service requested:

Is this a one-time purchase or an ongoing/annual need?

Specific purpose/how will this help meet standards or improve the learning environment?

Amt. needed including tax, shipping, etc: _____ (Please attach a quote if possible)

Check made out to whom: _____

Other pertinent information:

Please have your requests in one week before the next PTA Meeting. Any requests received after that date will be heard at the next month's meeting.

Any questions?? Email the PTA at fgptapresident@gmail.com

Thank you!

PTA use only

Request: Approved / Denied (circle one) Date: _____

PTA signature_____

Title_____

Funds dispersed on Date: _____ Check #_____

Budget Line Item Funds were drawn from_____

Made out to:_____