

Little Cedars Elementary



Little Cedars PTA 7.6.32 - Funding Request Procedure

Please use this form to request funding for new expenditures (programs, events, equipment, etc.) out of the Little Cedars PTA budget. All requests will be thoughtfully considered, but please keep in mind Little Cedars PTA's vision:

We strive to benefit all students at Little Cedars Elementary in their education, health, safety, and welfare as we connect with each other in our community.

Please note the following:

- For staff requests, please obtain approval from the Principal before submitting the request.
- All requests must be reviewed by the Executive Board prior to presentation to the Board of Directors or General Membership.
- All requests for funding must be approved by either the Board of Directors or the General membership at a scheduled meeting.
- Ideally, the request should provide an opportunity or be enriching for at least one or more grade levels, or the entire Little Cedars Elementary student population.
- All requests must be given to an Executive Board Member or placed in the PTA mailbox in the Little Cedars Staff Workroom.

Little Cedars Elementary



**Little Cedars PTA 7.6.32
Funding Request Form**

Name of Program, Event, Equipment: _____

Name of Person Submitting Request: _____

Phone number: _____ E-mail: _____

Date of Request: _____ Desired Implementation Date: _____

Amount of Request (include expected income/expenses): _____

Resources/Building Usage Needed: _____

Number of Volunteers (if any) Needed: _____

Principal Approval (if needed): _____

Description of Request (including benefits to Little Cedars): _____

Please provide a thorough explanation of the need for funds. Depending on the type of request or dollar amount, you may be asked to present your request at a meeting. Attach any additional information which may be helpful to those reviewing the request.