

Hall High School PTO Funding Request Form

The PTO funds various projects that benefit the Hall community. Completion of this form will help the PTO to allocate available funds. Submission of this request does not guarantee funding, and purchase of items prior to project approval does not guarantee reimbursement. Please return the completed form to the PTO mailbox in the office, via email (hallpto@gmail.com), or submit to a PTO officer.

During the school year, the approximate timeline for determination of funding of requests is those submitted by the 1st of the month will be notified by the end of that month.

Date of request: _____ Date(s) of project/activity: _____

Name of applicant: _____ Contact phone number: _____

Title of club or department: _____

Amount of request: _____

Describe your project (please include all information you feel will best describe your request): _____

How many students will benefit from this project? _____

What are the goal/expected outcome(s) of this project in relationship to the students, school and community?

What other sources of funding have you pursued? _____

If this project or activity occurred in the past, how was it funded?

Please use the back of the form for additional information, if needed.

For official use: Board action: Approved Rejected Deferred Date:
Remarks:

Signature of PTO officer _____