



Holly Academy PTO-Funding Request Form

Please note that the HA-PTO meets (1) Monday a month during the school year, and funding requests will be reviewed at that time.

Instructions: Submit this completed form along with all supporting documentation to the office, placed in the PTO safe or email it to steve.martin@charter.net, at least one week prior to the upcoming PTO meeting and 30 days prior the date funds are needed. Applicants must attend the PTO meeting for funds to be approved. All requests for funds require an itemized list of expenditures. If approved, you may either request a check directly from the PTO Treasurer or make the authorized purchase and request reimbursement. All appropriate invoices and receipts must be turned in to the PTO safe located in the main office.

Date Submitted:	Submitted By:
Title of Funding Request (for agenda purposes):	
Total Amount Requested:	Date of Event(s):
Date Funds are needed:	

Type of Funds Requested (check one):

Fundraiser (incoming funds only)
 Expense (outgoing funds only)

Self-sustaining funds
 Other-Please explain

Is this request part of a quote? Yes No If yes, please provide copy of quote

Has a similar request been approved in previous years by the PTO? Yes No
If yes, please provide dates

Are any other funds being provided from an additional source? Yes No
If yes, provide supporting details

Who will benefit from this request? Please be as specific as possible, including grade level, group or committee and number of students impacted by the funds.

For PTO Board Use ONLY:	
Date Reviewed:	<input type="checkbox"/> Approved
<input type="checkbox"/> Approved with modifications	<input type="checkbox"/> Denied
	Amount Approved
PTO Committee	Committee Chair

Every effort is made by the HA-PTO to be fair and equitable when considering funding requests for teachers, staff and students. While the HA-PTO would like to honor all request for funds, we have a limited amount of funding to work with. The PTO gives preference to funding requests that will impact as many HA students, families, and faculty as possible, with consideration given to those that proved a longer-term benefit. Please recognize that every request is considered important, but a requested item or service must advance the PTO's mission to foster the relationship between school, home and community for the academic success of all of our students. ~HA-PTO