



Red Smith PTO Funds Request Procedure

One role of the Red Smith PTO is to raise and distribute funds for the enhancement of the Red Smith School environment. The PTO, Teachers, Parents, and Student Council may request funds that clearly benefit Red Smith School. Funds requests should align with the Red Smith PTO bylaws which include the following objectives bridging the gap between faculty and families. (please note, grant applications do not need to align with all bylaws):

- *To promote positive growth educationally, emotionally, and socially for all the families at Red Smith School.*
- *To provide opportunities for students, teachers, parents, and the community to cooperate and become involved in educational experiences for all.*
- *To sponsor and promote involvement in events and programs that encourage a sense of community both within Red Smith School, and among the communities of Red Smith School and their surrounding neighborhoods.*

Prior to submitting this form to the PTO, please contact the principal with your request to determine if alternate funding sources are available.

When requesting money from the PTO, please submit the PTO Funds Request Form to the PTO President before the last Tuesday of the month prior to the next PTO meeting in which you wish to make your request (this is the minimum time submission requirement, preferably turn in application at least one month in advance.) Your request will be placed on the agenda for the next PTO meeting, and will be put to a vote by all PTO members present at the regular monthly meeting. You must be in attendance at the PTO meeting to discuss your request and to answer any questions that the PTO may have. It is recommended that supporters of your cause also attend this meeting, such as teachers, students, parents, etc. The Red Smith PTO meets the second Tuesday of each month at 6:00 PM. Please check the PTO calendar for date changes due to school holidays, etc. Only requests that benefit the current school-year will be accepted. All decisions are final, unless a new request is made following these procedures. Requests may be fully or partially funded, or not funded at all. Requests over \$500 must be submitted by Nov 1st. All other requests are accepted anytime throughout the school year. If requests are approved, funds must be used by the end of the school year in which the funds are received.

The form requires the following information:

- Requestor name and grade or organization represented
- Dollar amount requested
- Date money is requested
- An explanation of the purpose of the funds
- A summary of benefits to funding recipients, include and estimated number of students that will benefit from this funding
- Other means which you may use to obtain the needed funds
- Impact if the money is not received
- Supporting documents (monetary quotes, catalogs, statistics of improved learning benefit, etc.)
- If the funds request is approved, Requester agrees to submit a brief report to the PTO. The report will describe the project or activity and explain how students have benefited.

If you have any questions, please contact the PTO President at ptoredsmith@gmail.com.



Red Smith PTO Funds Request Form

Date: _____

Amount Requested: _____

Requested By: _____
(name, grade, organization, etc.)

Date Funds are needed by: _____

Purpose of Funds Request: _____

Benefits to funding recipients, number of students to benefit (approximate): _____
(Please attach supporting documents if applicable.)

Other means of possible funding: _____

Impact if the money is not received: _____

If the funds request is approved, Requester agrees to submit a brief report to the PTO. The report will describe the project or activity and explain how students have benefited.

To be completed by the PTO President

Date request was received: _____

Request granted: Yes / No