PTA FUNDING REQUEST APPLICATION: 2017-2018 SCHOOL YEAR
This process will be used for all funding requests that fall outside of this school year's budgeted expenditures.

Name, phone number and email address of group or individuals making request:

Date of request (recommend submit request at least six weeks before funds are needed):

Date of event or by when funds are needed:

Amount of the funding request:

1. Detailed description of what this funding will purchase/be used for, including the name of any vendors who would be involved:

2. List all estimates gathered so far, including vendor name:

3. Please list all resources that would be needed (for example: How many volunteers? Do you need paid staff? Do you need use of Steele facilities? Etc.)

4. What issues or opportunities specific to Steele will be addressed through the purchase of these goods/services?

5. How many/which Steele students will benefit from the purchases from this funding?

6. How will the goods/services purchased with this funding help the PTA achieve its mission (mission statement: http://www.steelepta.org/about.html)?

7. What are the expected key outcomes? Please include how outcomes will be measured and by what date(s):

8. If PTA does not fund this request, from what other sources can funding be sought?

   Please submit this form in PDF format to steelesecretary@gmail.com (we recommend submitting at least 6 weeks before the event is to take place or the purchase is to be made).

Next Steps in this Process:

1. Funding requests will first be considered at a PTA executive board meeting which are typically held the week prior to the PTA General Meetings.
2. If the requested amount is under $500, the PTA executive board can approve the request without a vote from general membership. Requests that are over $500 will need to be approved by both the executive board and the general membership.
3. The PTA executive board will apply the following considerations for each funding request:
   a. Are enough details provided to make an informed decision?
   b. How many Steele student benefit?
   c. How big is the need?
   d. Is the request being made with enough time for the PTA to consider the request and vote?
   e. Will the funding purchase something that helps achieve the PTA mission?
   f. Are there enough bids to ensure that Steele is getting best value?
   g. Can the funding be obtained from other sources?
   h. Would the funding purchase something that is duplicative of existing PTA programming?
4. The PTA secretary will communicate the status of the request to the requestor(s) after the executive board meeting.
5. If the request is moved to the PTA general membership meeting for consideration, the process is as follows:
   a. Details of funding request will be shared with PTA general membership. Requestor or a representative will be invited to present the funding request and answer questions from PTA membership.
   b. If ready to vote, PTA members will vote on whether to approve the funding request. A majority of present members must vote in favor in order to approve funding request.
   c. Treasurer will make funds available 14 days after a reimbursement form or invoice is submitted.
   d. Requestor or a representative will be encouraged to present at an upcoming general PTA meeting to share outcomes, measurements and learnings of the event/purchase.

PTA EXECUTIVE BOARD DECISION

___ Approved   ___ Declined