



SANTA CRUZ HIGH SCHOOL PTA
FUNDING REQUEST FORM

Date: _____

Name: _____

Organization: _____

Phone: _____

Email: _____

1. Describe your event, activity, project, purchase (or other purpose of your request):

2. How much money are you requesting? \$ _____

3. Provide all relevant information about your event/activity/project, including how the money will be used, and number of students who would benefit directly from the requested funds?

4. Describe how the requested funds will advance SCHS's PTA's mission and who will benefit from the purchased item or activity:

5. When will funds be required? _____

6. Attach a budget for your event, if applicable.

7. Are you requesting a check or will you be seeking reimbursement? If applicable, please turn in all relevant invoices and receipts to the PTA Treasurer.

Instructions: Submit this completed form and all supporting documents to the PTA President at least three days in advance of the monthly PTA meeting (second Monday of each month) for decision at the next regularly scheduled PTA meeting. You (or a representative) are encouraged to attend the meeting and you will likely get a decision at that time. Otherwise you will be notified within three days following the monthly PTA meeting, whether your request has been approved or denied.

Every effort is made by the PTA to be fair and equitable when considering funding request for teachers, staff, and students. The PTA has a limited amount of funding to work with, and gives preference to funding requests that impact as many students, families, and faculty as possible. A request for funds must advance the PTA's mission to foster the educational experience for all of our students, including academic, social and community programs that promote a diverse, spirited, supportive and inclusive culture at the school.

.....

Approved by PTA: Yes _____ No _____

If no, reason why request was denied:

Signature of authorized Board Member: _____ Date: _____