

# Three Lakes Parent/Teacher Organization

## REQUEST FOR FUNDS



It is the policy of the PTO to grant funds for educational items and/or activities that benefit students at Three Lakes school grades K4-6. The request will be discussed and voted on at the next meeting of the general membership and the requestor will be informed of the decision the following day. The requestor may be invited to attend this meeting to briefly present the request for funds.

For questions, please contact a TL PTO officer at [threelakesPTO@gmail.com](mailto:threelakesPTO@gmail.com)

### TL PTO Request for Funds Application

Please return this completed form to the TL PTO Mailbox or a TL PTO Officer.

Date: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Contact information: \_\_\_\_\_

Amount Requested; please include an itemized list of expenditures, if possible:

\_\_\_\_\_  
\_\_\_\_\_

Purpose of Funds: \_\_\_\_\_

Description of project, activity, item; for field trips, please include possible date/time.

\_\_\_\_\_  
\_\_\_\_\_

Who benefits from this item/project/activity/field trip?

\_\_\_\_\_

If the PTO cannot grant all the money you request, is there a lesser amount that you would accept / another option?

\_\_\_\_\_

When do you need the funds? \_\_\_\_\_

Have you received funds from the SCO or PTO in the past for this item/project/activity/field trip? YES NO

If yes, what amount? \_\_\_\_\_

Please make check payable to: \_\_\_\_\_

### FOR PTO USE

Date: \_\_\_\_\_  Approved Amount: \_\_\_\_\_ Check Made Payable to: \_\_\_\_\_

Notes:

Declined Reason: \_\_\_\_\_