

LESTER PTA: INSTRUCTIONS FOR REQUESTING FUNDS FOR NEW PROGRAMS/PROJECTS

DO YOU HAVE AN IDEA FOR A PROGRAM OR NEED TO BENEFIT LESTER SCHOOL THAT REQUIRES FUNDING?
BRING IT TO THE PTA!

Submission Rules:

1. All requests for funds to support a project or item shall be submitted in writing to the PTA Board by completing the bottom-half of this form.
2. Program needs for the next school year’s budget should be submitted by March 31st of the current school year. (The following school year’s budget is reviewed in May of the current school year.)
3. All PTA requests should preferably benefit the majority of the school rather than a specific classroom or grade. However, there can be exceptions.

Submission procedure:

1. Complete the bottom half of this form by providing as much detail as possible. (If you have any questions, please contact a PTA Officer – see reverse).
2. Submit the written request to the PTA Board by placing in the PTA mailbox in the school office.
3. The PTA Board will review all written requests at their meetings held on the 2nd Thursday of each month. The Board will contact you if more information is needed.
4. If your request is appropriate, the Board will submit it for presentation and discussion at the next general membership meeting. Those meetings are held the 3rd Tuesday of each month. Please make arrangements to attend to participate in the discussion. If funds are available, the request will be tabled for 30 days for voting and approval. If funds are not available, the Board shall recommend to the members if the request should be set aside until funds are available or until a fundraiser may be earmarked to support the request.

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PTA Funding Request Form/New Program Request

Date Submitted to PTA ___/___/___ Submitted by _____
 Email _____ Phone # _____
 Total amount requesting \$ _____ Date Funds Needed by ___/___/___

Purpose & Description. (Please attach any necessary paperwork-copies of items, brochure, etc.)

Who will this benefit? _____

What is the anticipated length/use of the program? _____

I will attend the PTA meeting on _____ to present my idea.
 I understand a motion to vote cannot be made if the operating budget has not been met and/or funds are not available.____(initial)

Please add my request to next year’s budget to be presented at the April meeting and voted on at the May meeting.____(initial)

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2011-2012 Lester PTA Executive Board

Principal	Carin Novak	cnovak@dg58.org	630-719-5855
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Treasurer	Tricia Tokash	Treasurer@lesterpta.com	630-960-0259
Secretary	Amy Olson	Secretary@lesterpta.com	630-624-4709
VP Membership	Jenny Hodonicky	VPMembership@lesterpta.com	630-541-5888
VP Programs	Diane Crisp	VPPrograms@lesterpta.com	630-271-0865
VP Programs	Tracy Driscoll	VPMembership@lesterpta.com	630-737-0283
VP Fundraising	Sophie Bowerman	VPFundraising@lesterpta.com	630-541-3386
VP Fundraising	Melissa Bell	VPFundraising@lesterpta.com	630-541-5645