

To: All Teaching Staff

From: PTO Co Presidents

Regarding: Educational Tools/Programs Funding

One of the goals of PTO is to provide funding for educational tools or programs to enhance the educational environment for our students. Funds have been approved for the current year for these types of items that are outside the schools operating budget. We encourage teachers to submit their requests for tools/programs on the attached form and put in the PTO mailbox. All requests will be discussed and voted upon at the next PTO Board meeting if over \$200 or approved by Co Presidents if under \$200. Requests will be processed as they are received. You will receive a reply to each request, within one week after the meeting. We encourage teachers to be creative and hope that PTO can assist.

#### PTO EDUCATIONAL TOOLS REQUEST

Date: \_\_\_\_\_ Teacher Name/Grade: \_\_\_\_\_

Educational Tool or Program: \_\_\_\_\_

Date of program, if applicable: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Payee: \_\_\_\_\_

Benefit of tool or program: \_\_\_\_\_

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Send completed requests to the PTO mail box. You will be notified in writing, either way, if requests are approved or not. Board or General meetings are generally the second Tuesday of the month.