

Maple Hills Elementary PTA

15644 204th Avenue SE • Renton, WA 98059



One Time Fund Request

This form must be completed in order for the PTA Board of Directors to consider funding for an item, program, or activity.

Please provide this form to JoEllen Tapper for approval before PTA Board consideration.

General Information:

Contact Name: _____

Phone Number: _____ E-mail address: _____

Date Submitted: _____ Total Requested*: \$ _____

*Up to \$100 and be sure to include all costs, such as installation, shipping, sales tax, etc.

Name of Item, Program, or Activity: _____

Payee Name (individual or organization): _____

Principal Signature: _____

Project Description: Discuss the goals of the project and its relationship to curriculum. How will students benefit and what activities, materials and methods will be used to implement the project? (Attach extra sheets if needed)

Budget: Specify and itemize the funding request and describe what the funds will be used for (i.e. supplies, services) and for what period of time. List any other funding (Classroom Enrichment money, student paid portion, district funds, other grants, etc.) sources and expected value.

Other Information: Include contacts and referrals where the program has been implemented successfully. Describe how the success of the program will be measured and how the results will be communicated to the PTA. Include any other details you feel need to be considered. (Attach extra sheets if needed)

PTA Board Use:

Date Request Received: _____

Approved or Denied Date: _____

Maple Hills PTA Board Member Signature: _____