

Lakeview Elementary School PTSA Project Request Form

This form must be used for any requests that are in addition to projects, programs or services that are part of the approved budget for this school year.

Please place the completed form in the PTSA inbox. A copy of this form will be given to the Principal for review prior to review by the PTSA board. The amount of time required to approve a request will vary depending on the amount requested in accordance with the Lakeview Elementary PTSA Standing Rules.

Name of project, program or service: _____

Date of request: _____

Date decision is needed: _____

Name of requestor: _____

Requestor's e-mail address: _____

Requestor's phone number: _____

Does this request include a request for PTSA funds? Yes No

If yes, how much are you requesting? _____

Will this project, program or service generate any income? Yes No

If yes, how much income will be generated? _____

Is this for a classroom project? Yes No

If yes, which classroom teacher(s) is this project for? _____

If yes, have you coordinated your request with the classroom teacher? Yes No

When will this project, program or service be held? Fall Winter Spring Entire School Year

1. Please describe your project, program or service and the purpose that it will serve.
2. If funds are requested, explain what the funds will be used for and how they will be used. Please complete the attached itemized budget worksheet.
3. List all resources that will be required for this project, program or service. Include staff time required, number of volunteers required and supplies needed.
4. Please list the names of the individuals who will be responsible for the project, program or service.

