

District 399 PTO Teacher Requests

Attached is a *Request for Funds* form for the District 399 PTO. We are grateful to be able to support the teachers of our district and look forward to working with you to make a positive impact on our school. Teacher Request Forms are processed at our monthly meetings that take place on the **2nd Thursday of the month at 7:00 p.m.** in the MHS library (we welcome all to join us!). *No meetings in June or July.*

If you have a BIG idea that you would like the PTO's support with, we encourage you to come and share at one of our meetings. As a new organization, we are looking for ways to make a difference!

PTO Funding Guidelines

- Requests can be made by any teacher or faculty of the Chadwick/Milledgeville School District once per school year. *Multiple requests may be granted pending funds are available.*
- We ask that teachers/administrators who request an item over \$200 attend a meeting and share with our organization how the item is being utilized. If attendance isn't possible, a brief description on purchase is appreciated.
- Requests will be evaluated by the PTO at a monthly meeting.
- Any materials or supplies purchased through the PTO funds become property of the Chadwick/Milledgeville School District and should remain in the school/classroom it is purchased for (unless teacher changes roles within district and wishes to move item with him/her).

District 399 PTO Request for Funds Form

We encourage anyone who requests over \$200 to attend a PTO meeting to share with our organization how that item is being used.

Today's Date: _____

Item Requested & Rationale for Request: _____

Cost: _____ (Please attach invoice/print out of item cost)

Date needed by: _____

Grade(s): _____

Teacher Signature: _____

Administrator Signature: _____

Who to make check out to (company name, teacher, etc.): _____

*Please submit requests to any PTO Officer and they will be processed at the next meeting. You can also put forms in PTO mailbox in Milledgeville school office.

Approved? YES NO

Date paid: _____