



**COOSADA ELEMENTARY PTO
REQUEST FOR PTO SUPPORT**

Organizations requesting financial support from the PTO are expected to be present at PTO General Meeting when being addressed. Organizations requesting financial support from the PTO are also expected to volunteer at a PTO Event. Forms must be submitted to the PTO Executive Board via PTO mailbox.

All requests must be submitted at least 60 days in an advance with no less than 30 days of the date the support is needed. Any request made less than 30 days of the date the support is needed is considered late and will be voted on based the Executive Board's discretion.

Organization: _____ Contact Person: _____

Phone: _____ Email: _____

Event Name: _____ Date of Event: _____ # of Participants: _____

Reason for need: _____

Amount Requesting: \$ _____ Check made payable to: _____

Date Check Needed: _____ Person to receive check: _____

Date Form Submitted: _____

Please check one of the following:

- 60 Days or More Prior to Event
- 30 Days of More Prior to Event
- 29 Days or Less Prior to Event

If funded, I agree to support the PTO by having my group volunteer at a PTO event.

Signature of Contact Person

Date

FOR PTO USE ONLY:

Date Received: _____ Date Addressed: _____

Approved Amount: _____

Not Approved. Reason: _____

Tabled until next meeting. Reason: _____

Additional Notes: _____