

Burnt Mills Elementary School PTA



2016 - 2017 Staff Funding Request Form

The BMES PTA welcomes applications from BMES teachers and other staff to help augment the quality of education and school learning environment for our students. For the 2016-2017 school year, the PTA is encouraging staff to submit this form if they would like financial assistance with any of the following:

- **Reimbursement for school/classroom materials**
- **Reimbursement for professional development opportunities**

If you are interested in applying for these funds, please complete the following steps:

1. Please complete this form and return it to the PTA mailbox (or ideally scan it in and email to Rebecca Ramirez, Treasurer, at rebreyolds@hotmail.com). Requests will only be considered from active PTA members.
2. The PTA Board will consider all requests and fund projects based on the budget allotment for the 2016-2017 year (**requests up to \$200 per staff member per year**).
3. A board representative will inform the staff member of the approval or denial of the application within two weeks of receipt of the request form – please allow sufficient time for consideration of your request! Reimbursement checks for the approved expenses will be issued to the staff person once the receipts/adequate documentation of the expenses incurred are submitted to the PTA (again, electronically scanned in receipts and/or other documentation are encouraged, but paper receipts can be left in the PTA mailbox as well).
4. If you need further information, please contact any of the PTA board members (contact information on PTA website).

Complete on reverse side.

Date of Request: _____

Brief description of how you want to use the funds. Attach any other documentation (e.g., flyer for a professional development course, list of items you want to purchase for the classroom, etc.) you feel will be beneficial in helping the PTA understand your request.

Total Funding Amount Requested: _____

Estimate on number of students who will benefit from this funding: _____

If applicable, please provide other funding sources that you may be able to use if the funding needed is above the \$200 PTA budget:

Applicant name: _____

Position: _____

Email address: _____

Applicant Signature _____ Date _____

For PTA Use Only

Received by/date _____ ***Review date/Initials*** _____

Approval date _____ ***Amount Approved*** _____ ***Restrictions:*** _____

Date Declined _____ ***Reason:*** _____

PTA Budget Category: _____

President Signature _____ ***Treasurer Signature*** _____

Date Recipient(s) notified: _____ ***Check date*** _____ ***Check #*** _____