



PTO GIFTS PROGRAM

Requests for PTO Funding 2019-20

Submitted by: *Mary Frances Green*

Any teacher, parent, or student who has a request for funds from the PTO must fill out this form. Please answer these questions as thoroughly as possible, providing supporting detail and information. When completed, please return to the administration at either school by **Friday, December 13, 2019**.

1. Define your request:

Middlefork 60th Anniversary "t" shirts for students

2. Amount requested:

\$1094.00 (\$5.47 x 200)

3. Can this project be funded in stages? If yes, what timetable is involved? If no, please explain your due date for funds.

No.

Order for delivery after Spring Break.

4. Has this request been reviewed by the school administration? What was their response as to its merit and priority?

Yes.

5. Number of Students that will be impacted or benefit from your request:

200 (and siblings in the form of hand-me-downs!)

6. Is this a one-time request or do you envision needing additional PTO funds in the future or long range? If you will require additional PTO funds, please explain why this cannot be added into your annual budget.

one-time

7. What is the intended goal of your request? Would it have any other uses or applications? Is this a start up program or is it enhancing an existing program? Use additional paper if needed.

The goal would be to commemorate the 60th anniversary of Middlefork school. Students would wear the tee shirt for a 60th photo (to be taken by Ana Miyares), as well as on Field Day and other end-of-year activities. It would ensure all students had a Middlefork shirt for SpiritWear Fridays.

8. What are the long range benefits of your request?

Reinforcing the idea of celebrating traditions and milestones. Also the "60th" picture would hang in the Middlefork lobby alongside the 50th photo.

9. If you are requesting a capital asset/investment, please provide a minimum of two options/pricing quotes on the item and attach to this form. Please identify your first choice and why.

\$5.47/shirt is the best price I could find online.

10. Have you exhausted all other funding options before coming to the PTO Gifts Program?

I wish I had thought about this a year ago when setting budgets, but I did not!

Sample from 2009

