

Capitan Tigers PTO

Funding Request Form

Thank you for your request. The PTO exists to support the students, teachers and staff of the Capitan Schools community.

Please complete this form and email it directly to capitantigerspto@gmail.com. **At the following board meeting you will need to present the request in person (or have a representative from your activity) to request the funds and to discuss any other details regarding your request.** Capitan PTO Meetings are on the first Wednesday of each month in the administration board room at 4:30pm so please plan accordingly. If you have a special request that needs immediate attention, please contact a member of the board for assistance. For any other questions, please send them to capitantigerspto@gmail.com or contact PTO via TeamReach at "CapitanPTO1".

All requests require detailed information. Lack of details may result in delays. The decision will be sent via email or teacher mailbox in a timely manner.

Date of Request: _____

Staff member and/or Group: _____

Type of Support Requested: (Funding, Volunteers, Gear, Classroom Supplies, Educational Material, etc.)

Value requested (If applicable): \$ _____ Date Required: _____

1. How many children and/or staff members do you anticipate will benefit from this program or project?

2. Briefly describe your request and explain how the students will benefit. (Use the back of this form for more space if required).

PTO official use only PTO Approved? Yes _____ or No _____

Check# _____ Amount: _____

Tabled for more info. _____ Date: _____ Treasurer or PTO Pres. Signature _____