

Approval of Principal: \_\_\_\_\_

## Westchester Elementary PTO Funding Request 2019/2020

In order to enhance the learning environment for Westchester students, PTO annually allocates funds for requests from WE staff. This year we are providing the opportunity to apply for these funds during the **months of September, October and November in 2019 and January, February and March in 2020**. Grants submitted in December and April can only be considered for approval by the Executive Board if under \$500, otherwise will be held till the following month's PTO meeting.

Interested staff members are encouraged to assess their **NEEDS**, complete the form below and then **place it in the PTO box in the office by the first of each mentioned month** or email it to **westchesterpto@gmail.com**. Requests will be reviewed and notification of funding will be made shortly after the monthly PTO meeting. Please note that all items purchased with this grant money becomes the property of Westchester Elementary.

Funded applicants are asked to work with Diana Brockman to make all applicable purchases. Any funds which have not been used by June 1, 2020 will no longer be available.

Questions concerning this process may be directed to PTO President Kary Mangers @ westchesterpto@gmail.com or PTO Treasurers Tara Frate and Jason Brosch @ westchestertreasurer@gmail.com

Name: \_\_\_\_\_ Grade/Room # \_\_\_\_\_

Description of Request (please describe what is requested, who it will benefit, the estimated number of children impacted and the costs. Please attach catalog pages, online descriptions or other materials that describe specific items. Your total cost should include shipping/handling charges, tax, etc.):

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