

# Butcher Educational Center PTO Support Request Form

This form is to be used by any student, student group, coach, faculty member, or administrator of the Butcher Educational Center when requesting support from the Parent Teacher Organization (PTO).

Funding requests that become personal property or requests that have incomplete or missing information will not be considered.

This form and all supporting documentation must be received in the PTO mailbox (in the Butcher main office) at least 2 weeks prior to the PTO monthly meeting.

Printed name of requestor: \_\_\_\_\_ Organization representing: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Date funds are needed: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

If funds are approved, to whom should the check be made out to? \_\_\_\_\_

PTO meeting presentation date: \_\_\_\_\_ Principal's signature: \_\_\_\_\_

---

## FUNDING QUESTIONS:

1. Please provide a detailed description of your request and include how these funds will be used.
  2. Has any other fundraising been done to help fund this request? If so, what and how much was raised?
  3. Please detail your group's participation in the BEC-PTO? (This may include volunteer at activities, chairperson of an event, participate in fundraisers, membership, etc.)
  4. What is the expected life-span of this purchase? (One time use, 4 years, etc.)
  5. Explain the guarantee, warrantee, and/or return policy, if applicable?
  6. If for a purchase, attach 3 competing quotes.
  7. When was the last time your organization requested funds from the PTO? What was the request?
- 

The person or persons submitting the request should plan to attend a PTO meeting to present their funding request to the membership under "New Business". The presentation need not be elaborate, but should provide enough information to make informed decision. At least 3 competing quotes must be included for any property purchase. Copies of pictures/diagrams can be handed out to facilitate the presentation. Be prepared to provide detailed answers to the above questions.