



FIVE OAKS PARENT TEACHER ORGANIZATION

**REQUEST FOR FUNDS APPLICATION FORM**

The Five Oaks PTO funds various events, activities and programs that benefit our school and community. Completion of this form will help the PTO to allocate available funds and present the information to PTO members. Please use the back of the form to provide additional information if needed. **Requests are due 5 days prior to meetings in order to be considered.** Please return the completed form to the PTO mailbox or submit to treasurer@fiveoakspto.org.

Name of Applicant: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Email of Applicant: \_\_\_\_\_

Title of Project / Event / Activity: \_\_\_\_\_

Total Amount of Funds Requested: \_\_\_\_\_

Date Funds are Needed by: \_\_\_\_\_

Describe your Project / Event (Please include all information/pictures that best describe your request):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many students will benefit from this project? \_\_\_\_\_

What other sources of funding have you pursued? \_\_\_\_\_

How has this event or project been funded in the past? \_\_\_\_\_

Reviewed by Principal: \_\_\_\_\_

(Principal's Signature REQUIRED)

Applications for funding will be reviewed by the PTO at regularly meetings. Please note that purchase of items prior to project approval does not guarantee reimbursement.

**For Official Use**

Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ RFF# \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name and Date \_\_\_\_\_