

PTO GRANT REQUEST FORM

Southridge Parent Teacher Organization
9625 SW 125th Ave • Beaverton, OR 97008

Instructions:

- Funding requests will only be approved for groups; no requests for individuals should be submitted.
- Obtain approval from department administrator. No requests will be considered unless a request for funds has already been submitted through the school's administration.
- An invoice, purchase order or receipt attached to this form is required for payment.
- If approved, payment will be made by check to the designated payee in the amount indicated.
- Requests should be submitted no later than the 2nd Wednesday of the month to the PTO box (in the Main Office mail room) for review by the PTO in that month's meeting.
- The PTO meets only once a month. If this is an emergency request, please contact the PTO board president (president.southridgepto@gmail.com) or treasurer (treasurer.southridgepto@gmail.com).

Today's Date: _____ Organization requesting funds: _____

Has a request for funds been made through the school's administration?

Yes* Principal's Signature: _____

No-Stop here. This must be done prior to submitting this form.

*If yes, can the school fully or partially fund this if the PTO cannot? Yes Amount: \$ _____ No

Describe projected need for funds:

Date of event (if applicable): _____ What is the total budget for the project? \$ _____

How much of this amount is being requested from the PTO? \$ _____

The maximum request is \$3,000, however the Southridge PTO reserves the right to amend this amount without notice.

What other sources of income are being used to meet this need?

Describe project cost research (include two or more bids, if applicable):

If the request is for equipment, could it be used by other activities/sports/clubs and if so, by whom?

How many students will benefit from funding this project? _____

Contact person: _____ Email: _____

Designated payee, including address:

THIS SECTION FOR SOUTHRIDGE PTO USE ONLY:

APPROVED?

NO, REASON: _____

YES, APPROVED AMOUNT: \$ _____ APPROVAL DATE: _____ AUTHORIZATION: _____

NEED MORE INFO? _____

DATE NOTIFIED: _____ FOLLOW-UP: _____ CHECK #: _____ DATE MAILED: _____

PTO DONATION GUIDELINES as a 501(c)3 NON-PROFIT ORGANIZATION

Overall Goal:

To donate funds which are for "asset" type items that affect a large group of students over several years.

ACCEPTABLE DONATIONS:

1. Is the request for an asset?
(something that will last for 3+ years)

2. How many students will benefit?
Example: \$3,000 donation benefiting 500 students over 5 years = \$6/student; acceptable
Example: \$3,000 donation benefiting 20 students over 5 years = \$150/student; questionable

3. Does a group/team benefit as a whole from the donation?
(501(c)3 cannot donate to individuals)

UNACCEPTABLE DONATIONS:

1. Do individuals have direct benefit?
Example: Gym memberships = Individual benefit
Example: One-time Tutoring/Instruction for small group = Individual benefit

2. Does the donation pay income?
Examples: Coaches fees / Instructor fees / etc.
(This would classify as a one-time expense)

3. Is this a one-time expense that is not a requirement to keep the program going?
Examples: Bus Transportation / Field Trip Expense / Instructional Expense

EXCEPTIONS:

1. Donation is for a one-year contribution to keep a program going.
Dollar amount is dependent on the number of students benefiting.
(i.e., Grad Night is an annual event, yet benefits approximately 400 students;
by donating, we help to keep this event returning each year)