

**2021-2022 Fund Request Program**

Who May Apply

All teachers, staff, and parents at Cool Spring Elementary School are eligible to apply for fund requests under this program. Teachers, staff, and parents may apply individually or collaboratively. All applicants must be PTA members in good standing.

When to Apply

The application process will open at the start of the school year.

How to Apply

Applications may be emailed to the PTA president (mindy.trzcinski@gmail.com). Applications will first be reviewed by the school principal, followed by an executive committee review. Applications can be denied, recommended for future resubmittal, approved for vote at partial funding, or approved for vote at full funding. Applicants will be notified of this result. If approved, the vote will be taken at the next general PTA meeting. In order to vote, quorum (10) is required.

Applicant Name(s): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

The Cool Spring PTA thanks you for your participation in this program, and for all the careful and creative thought and hard work that your application represents. Our school community is enriched by your efforts and dedication.

The Cool Spring PTA is pleased to announce the PTA Fund Request Program, available to teachers, staff, and parents at Cool Spring Elementary. The PTA will be allotting **twenty percent** of revenue from fundraising events for this program. This percentage will be recommended by the executive board at budget approval and voted on at a general meeting. The FRP will be ongoing throughout the year until (or if) the funding for that year is exhausted. Funds earmarked for the FRP will carry over from year to year if any excess remains.

-----For PTA Executive Board Use-----  
Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_



## Cool Spring PTA Fund Request Program 2020-2021 Fund Request Description

### Purpose

The mission of the Cool Spring PTA is to be an inclusive and representative group that will bring together parents, teachers, administrators, and the community to enhance the learning experience of every child.

The purpose of the PTA Fund Request Program (FRP) is to provide funding to enrich and enhance students' educational experiences and well-being in the school setting, to creative and innovative thinking.

### Funding

This program is made possible solely by the fundraising efforts of the PTA. For the 2020-21 academic year, the PTA will begin the year with \$5600 in the FRP.

### Criteria

All ideas are welcome. No idea is too big or too small to be considered. We would love to approve every fund request!

1. Proposals will be considered in totality to allow decisions based on equity among grades, and classrooms.
2. The goal of the FRP is to benefit as many students as possible. Preference will be given to proposals that benefit students in multiple classrooms or students in the same classrooms over multiple years.
3. Preference will be given to fund requests that support in-house programs over fund requests that pay for talent or experience outside of the school/staff.
4. Proposals denied solely because of insufficient funds are encouraged for resubmittal the following year and will receive preferential consideration at that time.
5. Fund requests must be for a non-budgeted item/program.
6. PTA funding will not be awarded for projects or materials that are normally provided by the school district.
7. Applications will be considered from PTA members in good standing (dues up to date by all applicants).

### Terms and Conditions

1. All items purchased through FRP become the property of Cool Spring Elementary School.
2. Fund requests will be paid out in one of two ways:
  - a. Recipients may provide invoices to the PTA treasurer, who will write the checks and notify you that payment has been made. We prefer that recipients use this method, particularly for larger expenses.
  - b. Recipients may pay for expenses directly, and then request reimbursement from the PTA treasurer. Recipients will be required to fill out a voucher form to request reimbursement and to attach receipts totaling the amount of reimbursement. Requests for reimbursement must be submitted within two weeks of the date the recipient pays the expense, and in no event later than \_\_\_\_\_. Receipts must be dated after the fund request is awarded, as the fund requests are not intended for expenses incurred prior to receiving an award.
3. After students have benefited from the fund request (or begin to benefit in the case of an ongoing program), recipients agree to submit a brief (one page max) report to the PTA, and to present that report at a PTA meeting. The report will describe the project/activity and explain how students have benefited from the fund request. The PTA looks forward to celebrating, promoting, and publicizing the efforts of fund request recipients and their accomplishments. Recipients are invited to submit materials to showcase their projects, if appropriate. Information from the reports and any other submitted materials may be used in the monthly PTA newsletters, the PTA website, and during appropriate school events (such as Curriculum Night and Open House). The more that parents and teachers are made aware of the benefits of the FRP, the greater support it will have in years to come.



\_\_\_\_\_ PTA Fund Request Program  
Fund Request Application Page 2

Proposal Title/Summary: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Proposal Scope: approximately how many students in each grade will benefit from this proposal per year?

K\_\_\_\_\_ 1st\_\_\_\_\_ 2nd\_\_\_\_\_ 3rd\_\_\_\_\_ 4th\_\_\_\_\_ 5th\_\_\_\_\_

Proposal Longevity: approximately how many years of students will benefit from this proposal? \_\_\_\_\_

Please describe the proposal in the space provided below or attach a description, not to exceed one page. You may also attach supporting documents, if necessary.

---

---

---

---

---

---

---

---

How will this proposal enrich the educational experiences and/or well-being of students?

---

---

---

---

---

Please provide a timeline for this proposal, including when funds will be spent and when students will begin to benefit.

---

---

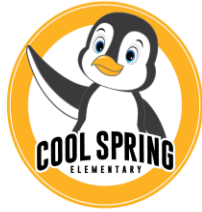
Please provide a detailed budget, either below or on a separate page, listing specifically how the fund request will be spent.

---

---

---

End of Application



-----For PTA Fund Request Committee Use-----

Application #: \_\_\_\_\_

Principal's authorization (signature): \_\_\_\_\_

Additional information/clarification requested: \_\_\_\_\_

Response: \_\_\_\_\_

Notes: \_\_\_\_\_

Proposal Approved: no \_\_\_ yes \_\_\_ Amount Approved \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_