

**Monte Vista Elementary School PTA
Program Request**

Name of Program: _____

Date(s) of Program: _____

Explain the Program: _____

of Students Participating: _____ Grade Level(s): _____

Program Cost: \$ _____ Budget: Attach itemized list showing program costs.

If this program was partially funded by the PTA, how would you try to raise the additional funds?

Requested By: _____ (Applicant must be a current MV PTA Member)

Phone: _____ Email: _____

Date submitted to PTA mailbox: _____

Initial Review by PTA President, and School Principal on:			
	Date	President Initial	Principal Initial
___	Request will be discussed at Executive Board Meeting on: _____		
___	Additional information needed prior to proceeding with request.		
___	Request Denied.		

___	Executive Board Decision:	Date: _____	
___	Approved/Payment Authorized. Executive Board can authorize unbudgeted programs up to \$750, per PTA Bylaws.		
___	Program Request for <u>full amount</u> requested will be presented at Association Meeting on: _____		
___	Program Request for <u>partial amount</u> of \$ _____ will be presented at Association Meeting on: _____		
___	Program Denied.		

___	Association Decision:	Date: _____	
___	# of Yes votes: _____	# of No votes: _____	___ Program Approved ___ Program Denied
As per PTA Bylaws, the Association shall not assume any financial obligation in any one term of office that will be carried over into the succeeding term.			