

**FIRESIDE ELEMENTARY PTO
MATERIAL REQUEST FORM
REQUEST FOR ADDITIONAL FUNDING**

Any educator at Fireside Elementary School may request funds from the PTO for the purchase of educational material or equipment. These funds are available after the allocations given to teachers by PTO at the beginning of each school year are gone. The PTO may only approve requests for \$500 or less in a single month. PTO by laws require that requests greater than \$500 be voted on in the PTO meeting which is subsequent to the meeting at which the request is presented. The award of any request is discretionary and based on many factors, including availability of funds and PTO participation in other projects.

The PTO meets once a month on the second Monday of each month. The PTO asks that educators submit requests the week prior to the meeting at which they would like to have their request considered. Requests can be left in the PTO mailbox in the main office.

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FIRESIDE MATERIAL REQUEST FORM (Request for additional funding)

Teacher/Educator: _____ Date Submitted: _____

TOTAL COST OR MATERIAL REQUESTED: \$ _____

Describe material requested: _____

Describe the educational needs, which will be met by the material: _____

List alternative material you may have considered and a brief summary of reasons why you rejected those alternatives: _____

Identify the student population that is expected to utilize the material: _____

Indicate the date material is needed and any other time sensitivity PTO should be aware of: _____

Although it is not necessary, indicate whether you would like the additional opportunity to make a verbal presentation to the PTO regarding this request? Yes No If yes, how much time do you need? _____