

# Sunny Hills Elementary PTA

## Program Planning/Request for Funds Form

This form is required for all new and existing programs requiring PTA sponsorship or funding. Please return the completed form to any member of the PTA Board of Directors at least 60 days prior to the start date in case additional information is needed and to provide enough time for the Board to consider the application and vote.

\*\*All program forms are reviewed based on the fit with the PTA's mission and goals for the year and the PTA budget. The applicant of a new program is not presumed to be, nor guaranteed the job of committee chairperson and will be notified when the application has been accepted or denied.\*\*

Chair/Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Program Information

Program Name: (Program/Project/Event/Service Activity/Fundraiser): \_\_\_\_\_

New Program or Existing Program: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Timing: (start/end dates, time, ongoing? maintenance programs?) \_\_\_\_\_

Description of event/program/fundraiser: \_\_\_\_\_

\_\_\_\_\_

### Proposed Budget

Expenses(Total cost): \_\_\_\_\_

Details of what money is to be used for, including ongoing maintenance costs: \_\_\_\_\_

Income (How much revenue will this generate and how?): \_\_\_\_\_

\_\_\_\_\_

### Non Monetary Resources

Number of volunteers and description of volunteer work: \_\_\_\_\_

Facilities/Equipment: \_\_\_\_\_

Does this require legal contracts? (Contracts can only be signed by 2 Executive officers, including building permits.) \_\_\_\_\_

Any other details the Board should know: \_\_\_\_\_

**No committee chair or applicant can obligate the PTA to a program, project, activity, fundraiser or any obligation financial or otherwise, without the approval of the Board of Directors.**

#### For PTA Board Use

Date received \_\_\_\_\_

Received by: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Date applicant notified: \_\_\_\_\_ Budget approved: \_\_\_\_\_

Original to Secretary. If approved, copies should also go to: Treasurer, and one should be kept in the Chair Notebook