**LOWELL PTO FUNDING REQUEST**

The Lowell PTO Funding Request Form is intended to provide Lowell School teachers with a basic template that they can use to request funding. The criteria for what can be requested is intentionally kept loose and open ended because the PTO would like to ensure that all of our teachers feel they can approach us for anything they may need. We want PTO funds to be accessible and used for the many things our teachers feel will enrich our children’s classroom experience.  We also wish to maximize the impact of PTO funds as well as other financial resources that may be available, and to that end we ask that teachers follow the process outlined below to ensure that funds are distributed efficiently and equitably.

**Guidelines**

1. The general budget for the school year is $500 per teacher/classroom, which can be aggregated for teaching teams (e.g. $2,000 for K, $1,500 for 4th, $1,000 reading specialists, etc.). Requests in excess of these amounts will be considered but please try to stay within this range.
2. Prior to approaching the PTO, please inquire with Stacy if a line item the school’s existing budget could be applied to your request. The PTO will also circulate the request to Stacy prior to the PTO meeting to ensure the request does not conflict with any school or district policies
3. Some requests, particularly larger dollar amounts, could be candidates for outside grant funding. Though not required, we encourage teachers to speak with Lauren Unsworth (lauren@bvp.com) about potential grant opportunities.
4. Requests should be made in writing in advance of the monthly PTO meeting. All requests will be reviewed by the funding subcommittee of the PTO first, and the subcommittee will make a recommendation on the funding prior to the PTO vote. If the subcommittee has any concerns about your request, we will discuss with you prior to the meeting.
5. The general calendar and deadlines for the year is as follows:

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| --- | --- |
| **Request Due** | **Meeting Date** |
| Tuesday, September 3rd | Tuesday, September 10th |
| Wednesday, October 2nd | Wednesday, October 9th |
| Tuesday, November 5th | Tuesday, November 12th |
| Wednesday, December 4th | Wednesday, December 11th |
| Tuesday, January 7th | Tuesday, January 14th |
| Wednesday, February 5th | Wednesday, February 12th |
| Tuesday, March 3rd | Tuesday, March 10th |
| Wednesday, April 1st | Wednesday, April 8th |
| Tuesday, May 5th | Tuesday, May 12th |

1. We encourage teachers to come to the meeting to discuss how the money would be used, but it is not required.
2. Please fill out the Funding Request Form and submit to Lauren Unsworth and Helen Oliver (lauren@bvp.com, heleno44@gmail.com)
3. All funding decisions made by the PTO are for the 2019/2020 year only.

**LOWELL PTO FUNDING REQUEST FORM**

**DATE OF REQUEST:**

**REQUESTOR & JOB TITLE:**

**TOTAL FUNDS REQUESTED:**

**BUDGET:**

**DESCRIPTION AND EDUCATIONAL GOALS:**

**TARGET GROUP:**

**PROJECT TITLE:**