

# Rachel Carson Elementary PTSA Request for Funding

**General Requirements:** Carson PTSA is pleased to consider requests for funding. Requests most likely to be funded are those that affect the greatest number of students at the school. Before submitting requests please verify that your proposal is not one that would, under normal circumstances, be funded by the District (e.g. curriculum materials). Requests must be approved by the Principal before submittal to the PTSA. Requests of \$1,000 or less can be decided upon by the PTSA Board of Directors. Requests in excess of \$1,000 must first be approved by the Board and then presented for approval by PTSA members attending a General Membership meeting.

**\*Please allow sufficient time for processing**

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_ Contact person (if different): \_\_\_\_\_

**1 Describe the program, project, or activity to be funded. Attach an extra sheet if necessary.**

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**2 Source(s)/Vendor(s):** \_\_\_\_\_

**3 Explain the impact on students.**

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**4 Attach a budget or cost analysis for the expenditure. Please provide 3 cost estimates. If unable to do so, please explain.**

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**5 Are the building funds available to help fund the project? Yes / No If yes, how much?**

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**6 Are there other sources of funds that could be used to pay for the project? Describe:**

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Signature of Applicant: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_