



## Special Funding Requests

**Background:** The PTO sets aside a budget each year to fund special funding requests from teachers and staff. These requests are to be voted on and approved by the PTO executive board during monthly meetings.

**Purpose:** The purpose of this document is to provide guidance to individuals submitting special funding requests and to the PTO executive board voting on the requests.

### What should be considered for special funding requests?

- Assemblies that will be attended by the entire school or majority of the school.
- Guest speakers presenting to multiple classrooms/grades/programs that are not recurring.
- Extracurricular groups with a special funding need (i.e. student council, safety patrol).
- A supplement to something primarily funded by another grant.
- Equipment/supplies that can be used for multiple years

### What should NOT be considered for special funding requests?

- Guest speakers planned for one grade or one program that are planned in advance and recurring annually.
- Field trips **should not** be considered special funding. The PTO has provided an allotment of \$50/student for field trips. Any trips above this allotment may be considered under special funding requests at the discretion of the principals & PTO executive board.
- Software programs and applications. These should be managed through the district.

To submit a special funding request, please click [here](#).

2024-2025: Treasurer Eric Liu

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