



Broadview Thomson K-8 PTA

Learning, friendship and fun for everyone

PTA PROGRAM BUDGET REQUEST FORM

INSTRUCTIONS: Fill out this form to request a budget for a PTA program for the 2017-2018 school year**. Please use a separate form for each program for which you are applying. Return the completed form to the PTA treasurer box or email it to the PTA treasurer: treasurer@broadviewthomsonpta.com

DUE DATE: May 1, 2017

For NEW programs, please turn this form in as early as possible.

1. Name of the Program, Event or Activity: _____
2. Is this budget request for a **new** or **existing** PTA-sponsored program (circle one)?
3. Briefly describe the purpose of this program: _____

4. List the program coordinator and other contact person(s) for this program. *You must include a program coordinator for this program to be considered!*

Role <small>(e.g., Program Coordinator)</small>	First & Last Name	Phone #	Email

5. Please describe the types of program expenses and estimated total program cost for the 2017-2018 school year:

Expense Type <small>(e.g., supplies, teacher fees)</small>	Expense Description	Cost (\$)
TOTAL ESTIMATED COST OF PROGRAM FOR 2017-2018 SCHOOL YEAR:		

6. Please outline any funding sources (other than the PTA) that you expect to receive for your program (if none, leave blank):

Source <small>(e.g., donation, grant)</small>	Description	Income (\$)

7. Total funding amount requested from the PTA for the 2017-2018 school year (less any funding you noted in Question 6):

\$ _____

8. Please add any comments or additional information here (you may also use the back of this page) and staple any pertinent information to this form:

**Note- If request is for current school year, PTA has extremely limited discretionary funds available.