

Broadview-Thomson K-8 PTA Budget Request Form

INSTRUCTIONS: Fill out this form to request a budget for a PTA program for the 2019-2020 school year. Please use a separate form for each program for which you are applying. Email the completed form to the PTA treasurer at treasurer@broadviewthomsonpta.com.

DUE DATE: May 13, 2019

For NEW programs, please turn this form in as early as possible to allow for questions.

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 2019-2020 school year:

| Expense Type <small>(e.g., supplies, teacher fees)</small> | Expense Description | Cost (\$) |
|---|---------------------|-----------|
| | | |
| | | |
| | | |
| TOTAL ESTIMATED COST OF PROGRAM FOR 2019-2020 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 2019-2020 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:
