

Requesting Funds from the PTA

The Severn PTA receives numerous requests for funds from Severn teachers/staff throughout the school year. They vary from special supplies, learning tools, new sound system for the auditorium, and guest speakers. Some should be funded through the school, and others are more appropriate for PTA funding.

The PTA tries to set aside money each year for such requests. To make this process more efficient thought, the PTA has put together a few guidelines that will better assist you in determining what should be requested either through the school or the PTA.

- 1. If the request is for typical school supplies (paper, notebooks, assignment pads, technology equipment, etc) this should all be submitted to the Principal for possible inclusion in the Severn School budget.**
- 2. PTA requests should preferably benefit the majority of the school rather than a specific classroom or grade. However, there can be exceptions.**
- 3. If you are aware of a specific need for the next school year, please submit the request to the PTA by the end of March, as we will be finalizing our next years' budget in May.**

All PTA funding requests must be in writing.

If you would like to submit a request to the PTA, please print the 2nd page of this document and submit the request as soon as possible. Provide as much detail as possible. Place all requests in the PTA mail box in the school office. (If you have any questions regarding what can and can't be requested, please contact a PTA Officer).

The PTA will discuss and vote on all requests at the next PTA meetings (2nd Tuesdays of each month) and you will be notified immediately.

In addition, if you have any concerns, comments, or other issues, please submit them to the PTA or attend a PTA meeting. We honestly care what you think and we rely on your input.

*Working together can we make a significant difference
in our childrens lives!*



PTA Funding Request Form

Date Submitted to PTA ___/___/___

Submitted by _____

Email/phone _____

Amount requesting \$ _____ (total)

Date Funds Needed by ___/___/___

Purpose and description for Request (please attach any necessary paperwork-copies of items, brochure, etc)

If approved:
Check should be made payable to:

PTA Officers and Executive Board:

Co-Presidents: Kathy Jo Houck khouck@stny.rr.com 937-9302
Laurie Haduck HaduckLT@corning.com 962-5669
Vice-President: Donna Ayers ayersdl@cmog.org 974-8008
Treasurer: Kathy Gross KGROSS@cppmail.com
Secretary: Whitney Trifoso PTrifoso@stny.rr.com 962-7491
Principal: Christie Frost cfrost@cppmail.com 936-6844