

## Pacific Cascade Middle PTSA 2.6.41 Program Planning/Request for Funds Form

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail: \_\_\_\_\_

Program/Project Title: \_\_\_\_\_

Is this a continuation of an existing program?       Yes       No

Program/Project Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe how the program/project will be used to promote the health, welfare, safety, and education of children and youth in the home, school and community. Additional comments may be attached. All fund applicants are encouraged to present their plan in person.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Non-Monetary Resources (i.e., volunteers, facilities, equipment): \_\_\_\_\_

\_\_\_\_\_

<b>Expenses</b>		<b>Income</b>	
Materials	\$ _____	Donations	\$ _____
Equipment	\$ _____	Grants	\$ _____
Other	\$ _____	Fees	\$ _____
		Other	\$ _____
<b>Total Expenses</b>	<b>\$ _____</b>	<b>Total Income</b>	<b>\$ _____</b>
		<b>Total Amount of Funds Requested</b>	<b>\$ _____</b>

*Please return completed form to a PTSA officer.*

Date Form Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Approved     Denied    Date Submitter Notified: \_\_\_\_\_

## **Pacific Cascade Middle PTSA**

Website: [www.PacificCascadePTSA.org](http://www.PacificCascadePTSA.org)

Email: [PacificCascadePTSA@gmail.com](mailto:PacificCascadePTSA@gmail.com)

### **Criteria for PTSA Programs & Events**

To determine whether a program or event qualifies as a PTSA-sponsored program or event, a program or event must meet the following criteria.

Does it support our mission?

Does it help us accomplish one (or more) of our goals?

Does it fit on the calendar? (i.e., timing, location, venue)

Do we have/can we get enough volunteers to plan and run it?

Do we have/can we raise enough money to run/sustain it?

Has it been presented to and approved by the Board of Directors **and** General Membership?

Does it meet our insurance carrier's General Liability coverage criteria?

1. The event must be voted on by the PTA
2. The event must be approved by the PTA
3. The event must be scheduled by the PTA
4. The event must be planned by the PTA
5. The majority of the manpower must be provided by PTA members

### **2010-11 Mission Statement**

The mission of Pacific Cascade Middle PTSA is to:

- Encourage and create opportunities for **parent** involvement in student academic learning and activities;
- Create a partnership with **teachers and staff** to encourage an environment conducive to learning;
- Encourage opportunities for **students** to have a voice and advocate on their behalf when they don't;
- Establish a community of responsible, caring, productive individuals.