



2017-2018 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 co-treasurers: westwoodlandtreasurer@gmail.com

DUE DATE: Tuesday, March 28th 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!

Table with 4 columns: Role (e.g., Program Coordinator), First & Last Name, Phone #, Email

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

Table with 3 columns: Expense Type (e.g., supplies, teacher fees), 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):

Table with 3 columns: Source (e.g. donation, grant, tuition), Description, Income (\$)

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

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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:

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