



2020-2021 PTA PROGRAM BUDGET REQUEST FORM

INSTRUCTIONS: Fill out this form to request a budget for a PTA program for the 2020-2021 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: Hilary Santini or Emilie Ewart at westwoodlandtreasurer@gmail.com.

DUE DATE: Friday, March 27th
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?
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, First & Last Name, Phone #, Email. Includes a sub-row for Role with example (e.g., Program Coordinator).

5. Please describe the types of program expenses and estimated total program cost for the 2014-2015 school year:

Table with 3 columns: Expense Type, Expense Description, Cost (\$). Includes a sub-row for Expense Type with example (e.g., supplies, teacher fees) and a total row at the bottom.

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, Description, Income (\$). Includes a sub-row for Source with example (e.g., donation, grant).

7. Total funding amount requested from the PTA for the 2020-2021 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:

Two horizontal lines for providing comments or additional information.