



Request Decision		Payment Status	
	Approved	Amount Approved	\$
	Declined	Date Paid	Check #

PTO Funding Request Form 2023-2024

Funding Requests are **due into the PTO office mailbox on the 1st of each month** to be considered at the next scheduled meeting

The mission of the Hull Parent Teachers Organization is to support the Hull Public Schools by sponsoring fundraising activities, cultural enrichment programs, and other activities to enhance the quality of education offered to the children of Hull.

A representative requesting the funds is encouraged to attend the monthly meeting and present their request(s) at the start of the meeting - If the monetary request(s) is/are **greater than \$1,200, your attendance is REQUIRED**

Meeting Dates for 2023-2024 School Year

September 7 th	January 11 th
October 12 th	February 6 th
November 9 th	March 7 th
	April 11 th
	May 9 th
	June 4 th

event dates can be found on hullpto.org

Funding Requests are due in the PTO mailbox located in each school on the 1st of each month

Request Date: _____	Your Deadline: _____
Your Name: _____	Email: _____
School: _____	Amount Requested: \$_____
Grade: _____	Number of Students: _____
What is the amount you expect each student will contribute: \$_____	
If you are requesting additional funding from another group(s) for this request, please provide those details:	
Organization Name(s): _____	Amount(s): _____

Please give a detailed description of your funding request, please detail how your request fits Hull PTO's mission stated above. Feel free to attach any documentation pertaining to this request.

We require that Hull PTO is acknowledged in any printed material related to the request (e.g.: permission slips, newsletters, printed media, and electronic media)

Please check one payment method and allow two weeks for payment processing

Invoice attached for payment direct to vendor now	
Will submit receipt for reimbursement at a later date	
Will submit invoice for payment direct to vendor at a later date	

Hull PTO Executive Board Acknowledgment: _____ **Date:** _____
When funds are requested for PTO Events/Fundraising

Principal Acknowledgement: _____ **Date:** _____
When funds are requested for School/Students/Teachers

Hull School Committee Authorization: _____ **Date:** _____
When funds are requested for curriculum, periodicals and books for student learning

Please include ALL costs of program/project (not only those requested of PTO)	
EXPENSE or ITEMS PURCHASED	ESTIMATED or ACTUAL COST
Total Cost	\$
Total PTO Request	\$

Without signed acknowledgement for school principal above or adequate information about your request Hull PTO will be unable to consider the funding request. Incomplete funding requests will be returned and will not be voted on until this form is complete.

Should you have any questions, please email:

Renee Kiley president@hullpto.org

Vice President OPEN

Caryn O'Connor secretary@hullpto.org

Carolyn Reynolds treasurer@hullpto.org