



Staff Assistance Submission Form

Date
Name
Total Money Requested
Date Money Needed
Reason
PTA President Approval
Principal Approval ¹

Guidelines:

- Assistance is meant to provide staff funding for needs that are not provided for in the school's budget or covered in a specific line item in the PTA's budget.
- Teachers are required to obtain three quotes for the item(s) they wish to submit.
- PTA funds are supposed to be for the support of as many (current &/or future) students as possible. For that reason, requests for consumables are not recommended.
- The PTA president and Executive Board must provide a first approval. It is recommended that these be emailed to the PTA president for quicker response.
- A vote of PTA general membership is not needed to use Staff Assistance funds. The Staff Assistance budget line item is first come first serve.
- The submitter must have a current PTA membership.
- Submissions will only be accepted from August through March.

¹ The PTA President must get approval from the Principal after it is accepted by the Executive Board.