



Budget Request Form

Highland School's Parent Teacher Organization wishes to assist teachers and other school staff in enriching the school experience for students and increasing student achievement through the honoring of requests. Each year, the PTO will set aside a portion of their budget for staff requests. Dollars allocated for requests are to be used to fund the one-time purchase of supplies, materials, or services. Requests are not to exceed \$1,000 (or a lesser amount, as determined annually by the budget committee). Complete the form below in order to request funds from the Highland PTO. Requests will be presented three times each year at the October, January, and March meetings. Each request for funds will get a "yes" or "no" vote at the PTO meeting, unless further information or consideration is needed by the PTO.

Staff members are required to present their request in person. If unable to do so, please arrange for someone to present on your (or the group's) behalf. Requests will not be reviewed unless a representative is present to discuss and answer questions the PTO members may have. **Request recipients are required to provide an update to the PTO describing how the funds were spent and how they benefited Highland students.**

Name(s): _____ Date of Request: _____

Email: _____ Phone #: _____

Describe the nature of the request and why funds are needed:

Number of Students who will benefit from request: _____

Have you received any budget requests during this school year? If so, please list them below:

Grade(s) that will benefit from request: _____

This request aligns with the following PTO purposes (mark all that apply; at least one of the purposes in bold text must be marked):

To enrich the school experience for students
 To foster community among Highland families
 To provide parent education
 To strengthen relationships between the school and the community

To increase student achievement
 To develop school spirit
 To show appreciation for staff
 To promote school safety

Items (supplies, materials, services) to be Purchased	Estimated Cost(s)
How the money will be spent?	_____

Total Amount Requested _____

Submit a hard copy of this form, and any supporting documentation/research, to the school office, **no later than 1-week prior** to the day the request will be considered.