Eisenhower International School PTA
Funding Request

Please use the form below to request funds from the PTA. You may attach additional pages as needed. You are not required to use this form, but you should ensure that your proposal includes all the information requested below.

Requests for more than $500 must be approved by the PTA Unit. Requests for $500 or less may be approved by the PTA Board.

Questions? Please contact Mrs. Horner (principal), the PTA President or the PTA Treasurer. Their names and contact information are in your EIS directory.

Person or Group Requesting Funds: _____

Have you discussed this proposal with Mrs. Horner? ❑ **yes** ❑ **no**
If no, you are encouraged to discuss the proposal with Mrs. Horner and get her approval before submitting this request.

Amount requested: _____
If you are unsure of the exact amount, please provide an estimated amount or range.

When are the funds needed? _____

To whom should the check be made out? _____

Purpose of the request: *Your description does NOT have to fit in the space below. You may attach as many additional pages as you feel are needed. The greater the funding asked, the more detail you should provide. The PTA should be able to determine, from your description, what the project will accomplish, who will be impacted, why it is important, the expenses associated with the project and how long the project will take to complete.*

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Signature of Person/Leader of Group Requesting Funds: _____

Date Submitted: _____