

# 2009-2010 Marshall PTA Specials Request Form

**(This form to be used by K-8 PE, Music, Art, SPED, Nurse, Library, & 5-8 Exploratory ONLY)**

## Please review the following guidelines:

- K-8 PE, Music, Art, SPED, Nurse, and Library each receive \$100.00; 5-8 Exploratory also receives \$100.00 as a whole
- Funds are to be used for educational materials or opportunities only and must benefit the maximum number of students
- Funds will be used at the discretion of each department chair
- All request forms must be approved and signed by your building principal and your department chair
- Forms must be submitted at least 3 weeks prior to the use of the funds
- You can check the availability of remaining funds by contacting the 2009-2010 PTA treasurer, Leanna Ginocchio, at 337-0560 or [jlgin@iw.net](mailto:jlgin@iw.net)
- PTA acknowledgement on fliers, in class newsletters, etc. is appreciated
- Completed forms should be sent to Gwen Johnson in the District Office. ***Incomplete forms will be returned, unprocessed. PLEASE DO NOT PLACE ANY REQUESTS IN THE PTA MAILBOXES!***

If you have any questions, please contact the 2009-2010 PTA treasurer, Leanna Ginocchio, at 337-0560 or [jlgin@iw.net](mailto:jlgin@iw.net)

Project Description \_\_\_\_\_

\_\_\_\_\_

Date of Event \_\_\_\_\_ Grade(s) \_\_\_\_\_ # of Students Involved \_\_\_\_\_

Amount Requested \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Make check payable to \_\_\_\_\_

Send check to \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Date

### PTA USE ONLY

Date Received \_\_\_\_\_ Amount Paid \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_ Initials \_\_\_\_\_