

# 2009-2010 Marshall PTA Teacher Request Form

(This form is to be used by grade level teachers ONLY)

## Please review the following guidelines:

- Each grade level K-8 receives \$1,200.00; HS/MECLA receives \$4,000.00.
- Funds are to be used for educational materials or opportunities and should benefit the maximum number of students
- Funds will be used at the discretion of each leadership committee
- All request forms must be approved and signed by your leadership team chair and your building principal
- 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 submitted 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 \_\_\_\_\_

\_\_\_\_\_  
Leadership Team Chair Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### PTA USE ONLY

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