

2010-2011 Marshall PTA Specials Request Form

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

Please review the following guidelines:

- K-8 PE/Health, Music, Art, SPED, Nurse, and Library each receive \$100.00
- 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 2010-2011 PTA treasurer, Leanna Ginocchio, at 337-0560 or jlginoc@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 2010-2011 PTA treasurer, Leanna Ginocchio, at 337-0560 or jlginoc@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 _____