

2010-2011 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 \$1,550.00; 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 2010-2011 PTA treasurer, Leanna Ginocchio, at 337-0560 or 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 2010-2011 PTA treasurer, Leanna Ginocchio, at 337-0560 or 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 _____