SUNSET HILLS PTO FUNDING REQUEST FORM

The Sunset Hills PTO Board will review the request and determine whether it will be approved or denied according to the Sunset Hills PTO Rules and Bylaws as well as in accordance with our non-profit 501(c)3 guidelines. Please note that some requests may need to be taken to the General PTO Meeting to be voted on. Person or persons making the request will be informed of the decision as soon as possible.

Teacher/Staff Requestor: Enter Name here Date: Click here to enter a date.

Teacher/Staff Requestor’s Email: Enter Email here

Project/Event Name: Enter Project/Event here

Beginning Date: Click here to enter a date. Ending Date: Click here to enter a date.

Total Cost of Project: Enter here Amount Requested: Enter here

(Attach a budget if applicable.)

Who will the check need to be written to for funding: Click here to enter text

Brief Description of Project: Click here to enter text.

Have you made funding requests from the PTO before? Choose Yes or No

What are your justifications for this request? Click here to enter text.

Are there any other persons or groups helping fund this request? Choose Yes or No

If yes, please state who: Click here to enter text.

*Please save and email to:* [*azsunsethillspto@gmail.com*](mailto:azsunsethillspto@gmail.com)

This request has been: Approved or Declined Date: Click here to enter a date

Printed Name: Broad Member Name Title: Board Member Title

Treasurer Use Only: Amount Paid Enter here Check # Enter here Date enter a date. Initials \_\_\_\_\_