



Bradley Hills Elementary School PTA Funding Request Form

The BHES PTA is organized under the authority of the MD State and National PTA to work with the school and community to provide quality education for all children. The PTA can consider funding requests that promote the health and welfare of students and collaboration between parents, teachers, and the community at large.

Through memberships and donations, the PTA helps fund teacher support, student education (after-school enrichment programs, school assemblies, Spelling Bee, Geo Bee, Science week, Math Olympiad, etc.), health and wellness support (Green Team, recess supplies, Wellness programs, birthday bashes, etc.), and community events (picnics, ice skating night, Bingo Night, Variety show, Art show, Heritage Night, etc.).

Funding requests must be approved by the PTA Board and by the PTA general membership at a general meeting which occurs three (or more) times throughout the school year. **Please make your funding request as early in the school year as possible, so the PTA has time to adequately consider the request.**

Please complete the below information fields as thoroughly as possible. If any one item/cost is over \$750, we request you get a minimum of 3 bids to determine best price and quality and describe why you prefer one bid over the other. Additional pages may be used, including attachments with itemized lists of expenses or copies of estimates where applicable.

Date:

Your name:

Date funds needed by:

Amount \$ and description of expense:

PTA Committee to fund request (if known):

What other potential sources of funding have been considered?

Will this be a recurring request (every semester or every year)?

Has this request been made in prior years and what was the response?

Has this request been made of BHEF and what was the response?

Please list any additional information:

Approved funding shall not be disbursed without submission of a completed BHES PTA Check Request Form with attached receipts, invoices, or other relevant documentation.

For BHES PTA only



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Authorized by:

Date:

Expense category: