



PTA Budget Request Form 2018-19

Budget Request Forms are due to PTA Recording Secretary's mailbox by 2:45PM the Wednesday prior to the PTA Executive Board meeting. (see schedule below)

Submitted by: _____ Email/Phone: _____ Date: _____

It is recommended that those who submit a budget request be available to attend the PTA Executive Board meeting at 9:00 AM. Can you attend? YES NO I'd like to request another time between 8:30 and 10:00AM: _____

TOTAL AMOUNT REQUESTED \$: _____

Principal's Recommendation (for requests from staff): It is my recommendation that this IS / IS NOT an appropriate expenditure for the Canyon View PTA to consider. There ARE / ARE NOT other school moneys available to fund this request.

Principal's Signature: _____ Date: _____

Budget Category (see list on back of page): _____

Detailed explanation of funding request (use additional paper or supporting documentation if needed): _____

Please include as much detail about the cost breakdown as possible, including tax and any shipping charges. Requests are reviewed based on PTA's available budget, volunteers, support requirements, equal opportunity & access for ALL students. Requests will be reviewed by Exec Board for recommend/no recommend to association for final approval.

Date Reviewed by Executive Board: _____ RECOMMEND DO NOT RECOMMEND RETURN FOR ADDITIONAL INFORMATION

Comments: _____

President Signature: _____ Recording Secretary Signature: _____

Date Reviewed by the Association: _____ APPROVE DISAPPROVE RETURN FOR ADDITIONAL INFORMATION

Comments: _____

President Signature: _____ Recording Secretary Signature: _____

PTA Executive Board Meetings

Date	Time
September 7	8:30AM – 10AM
October 5	8:30AM – 10AM
December 6	7:00PM – 9:30PM
January 7	8:30AM – 10AM
February 4	8:30AM – 10AM
March 4	8:30AM – 10AM
May 6	8:30AM – 10AM
June 3	8:30AM – 1PM
Usually meet in Science Room 2	

Always check the PTA Website for most up-to-date meeting date, time, location info. Subject to change.

Budget Categories:

Administration	Fundraisers	Programs	Programs	School Grants
Emergency Fund Historian Expense Hospitality Expense Membership Drive Membership Pass-thru PayPal Transaction Fees Prior Year Expense PTA Advocacy / Legislative PTA Communications PTA Convention / Training PTA Insurance Expense PTA Office Expenses Site Improvement Tools Taxes & State Filings	Book Fair Donations Jog-a-Thon Pledge Drive Raffle	100 Mile Club 6th Grade Promotion Alumni Scholarship Art Masters Astronomy Night Dads for Canyon View Directory Express Valet Fall Festival Family Fun Night Female Health Workshop	IPSF Male Health Workshop Parent Ed radKIDS Reading Rewards Red Ribbon Week/Drug & Violence Prevention Reflections Roots & Shoots Spelling Bee Taste of Canyon View Welcome & Hospitality	Assemblies Copier Lease Grade Level Funds Health & Safety Supplies Innovation Lab, Tech Resrc Learning Excursions Library Books & Supplies PE Support Playground /PE Equipment Playground Support Professional Development PBIS School Office Supplies Teacher Grant Site Improvement & Tools