

**Sunnyside School PTO Project/Needs
Proposal Form**
(make a copy to edit)

Thank you for submitting your project/needs proposal to the Sunnyside School PTO. **Please complete this form and submit it to the PTO mailbox in the office.** Upon review of your proposal, the PTO President will notify you of your proposal's placement on an upcoming PTO meeting agenda. **Attendance by the project contact person at the meeting at which his/her project is to be discussed is required for PTO consideration of the proposal.** Please also be advised that all project/needs applications may/will be considered for the next school year due to budget restraints and should be submitted by May 1st.

Name and email of project contact person:

Name and description of project/needs:

Project duration and/or date/timeline of project:

PTO commitment: Do you need board/volunteer help? If so, who or how many volunteers? What kind of help is needed?

Funding needed to complete project (dollar amount and, if possible, itemized breakdown of costs /quote):

Does the project require assistance from the Technology and/or Facilities department(s), or does the project require additional purchases related to Technology or Facilities? Please explain/elaborate.

Signature of
Administrator/Principal: _____ Date: _____
(Prior to PTO mailbox)

Comments:

Over



Signature of
Applicant: _____

Date: _____

(Date put in PTO mailbox)

PTO President:

On agenda for PTO meeting date: _____

Date: _____

(Meeting date given to applicant)

PTO Approval: _____

Date: _____

Facilities/Technology Dept.

Approval (if needed): _____

Date: _____

Notes:

Over

