



John Stanford International School PTSA: Request Form

- This form **MUST** be used for any funding / spending requests **NOT ALREADY** part of the approved budget for this school year. Or, activities which require additional resources or volunteers.
- Please submit this form to the PTSA president (via email) or put it in the PTSA box in the school office. Your request should be received at least 2 weeks before a PTSA Board meeting.
- You are encouraged to attend a board meeting to answer any questions that might come up regarding this form. A board representative will let you know the decision within two days after the board meeting at which your request is reviewed.
- The PTSA Board uses a defined decision making process and the JSIS & WSPTA bylaws to evaluate and make decisions.
- This form, relevant email addresses and the PTSA decision matrix are all available on the PTSA portion of the JSIS web site. <http://jsisweb.com/ptsa>.

Date of request _____ Date decision is needed _____

Name of requestor _____

Requestor e-mail address _____

I am a (check one) Teacher Staff Member Parent

Name of project _____

Is this for a classroom project? _____ If yes, for _____ (Lang/Grade)

If yes, have you coordinated this request with your teacher? _____

Does this include a request for PTSA funding? _____ If yes, how much? _____

Will this project generate any income? _____ If yes, how much? _____

1. **Request Description:** Please describe your request. Attachments are fine.
2. **Purpose:** Please explain the request's purpose. If funds are requested, explain what the funds will be used for and how they will be used. Please include detailed budget, not just the total amount.
3. **Benefits:** Please explain the benefits of this request. Include specifics on who and how many in the JSIS community will benefit.
4. **Leadership:** Please explain who will be responsible. Provide specific names if possible.
5. **Risks/Issues:** Are there any issues such as liability or privacy that could prevent this request from being approved? Please explain how you would handle these.
6. **Alternatives:** Please explain your back-up plan if this request is not approved. For example, what other funding source might be available if PTSA is unable to finance/fully finance?