

# PTO Opportunity Grant Application



Madison Teachers and Staff members are encouraged to request funds through the PTO's Opportunity Grant Program. This program supports teacher and staff ideas and initiatives that directly benefit and enhance student learning inside or outside the classroom.

Applicants must seek funding at least one-month prior to their event/program, and appear at a monthly PTO meeting in advance of the event to discuss the request.

All applicants must be a current member of the Madison PTO.

Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Teacher/ Staff Name(s): \_\_\_\_\_

Grade and/or Department: \_\_\_\_\_

Explain how funds would be used:

Number of students impacted: \_\_\_\_\_

Other funding sought?  Yes  No (If "Yes", explain) \_\_\_\_\_

Please attach cost estimate and any additional documentation to this form.

Principal's review and signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

*Form and attachments to be place in the PTO Mailbox.*



For PTO Use Only



PTO Vote: Approved  Denied  (If "Denied", explain)

Comments: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Check Issued:  Prior to expenditure  Reimburse upon receipt

Date of Check: \_\_\_\_\_ Check Number: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_