

2016-2017 PTA  
PROGRAM BUDGET REQUEST FORM

**INSTRUCTIONS:** Fill out this form to request a budget for a PTA program for the 2016-2017 school year. Please use a separate form for each program for which you are applying. Return the completed form to the PTA treasurer box or email it to the PTA co-treasurers:  
westwoodlandtreasurer@gmail.com

**DUE DATE: Monday, March 21<sup>st</sup>**

**For NEW programs, please turn this form in as early as possible.**

1. Name of the Program, Event or Activity: \_\_\_\_\_
2. Is this budget request for a **new** or **existing** PTA-sponsored program? (circle one)
3. Briefly describe the purpose of this program: \_\_\_\_\_  
\_\_\_\_\_
4. List the program coordinator and other contact person(s) for this program. **You must include a program coordinator for this program to be considered!**

| Role<br>(e.g., Program Coordinator) | First & Last Name | Phone # | Email |
|-------------------------------------|-------------------|---------|-------|
|                                     |                   |         |       |
|                                     |                   |         |       |

5. Please describe the types of program expenses and estimated total program cost for the 2015-2016 school year:

| Expense Type<br>(e.g., supplies, teacher fees)                    | Expense Description | Cost (\$) |
|---|---------------------|-----------|
|   |                     |           |
|   |                     |           |
|   |                     |           |
|   |                     |           |
| <b>TOTAL ESTIMATED COST OF PROGRAM FOR 2016-2017 SCHOOL YEAR:</b> |                     |           |

6. Please outline any funding sources (other than the PTA) that you expect to receive for your program (if none, leave blank):

| Source<br>(e.g., donation, grant) | Description | Income (\$) |
|-----------------------------------|-------------|-------------|
|                                   |             |             |
|                                   |             |             |

7. **Total funding amount requested from the PTA for the 2016-2017 school year**  
(less any funding you noted in Question 6):

\$\_\_\_\_\_

8. Please add any comments or additional information here (you may also use the back of this page) and staple any pertinent information to this form:

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