



John Stanford International School PTSA 2010-2011: Request Form

- This form MUST be used for any request for projects NOT ALREADY part of the approved budget for this school year.
- Please submit your request timed with a PTSA Board meeting at least two weeks before you need a decision. You are encouraged to attend a board meeting to present your request in person.

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|---|-------------------------------|
| Date of request _____ | Date decision is needed _____ |
| Name of requestor _____ | |
| Requestor e-mail address _____ | |
| I am a (check one) <input type="checkbox"/> Teacher <input type="checkbox"/> Staff Member <input type="checkbox"/> 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. **Project Description:** Please describe your project. Attachments are fine.
2. **Purpose:** Please explain the project's purpose. If funds are requested, explain what the funds will be used for and how they will be used. Please include a detailed budget, not just a total amount.
3. **Benefits:** Please explain the benefits of this project. Include specifics on who and how many in the JSIS community will benefit.
4. **Leadership:** Please explain who will be responsible for the project. Provide specific names if possible.
5. **Risks / Issues:** Are there any issues such as liability or privacy that could prevent this project 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 your project?

- Please submit your request (e-mail is preferred) to Janel London, PTSA President, at londonjanel@yahoo.com or put your request in the PTSA box in the school office.
- This form is available for download at the JSIS web site <http://jsisweb.com/ptsa>.
- For more information on how the PTSA board makes decisions on requests like this, please see the PTSA Decision-Making Guidelines on the PTSA section of the JSIS web site.
- The board considers requests at its monthly meetings. A board representative will let you know the decision within two days after the board meeting at which your request is presented.