

# Osan Middle School Application for Requesting Funds from PTSO

DATE OF REQUEST: \_\_\_\_\_

1. Name of organization requesting funds: \_\_\_\_\_

2. Amount/ items requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Reason for request (please state specifically how the donations will be used):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Number of persons participating in activity or benefiting from funds:  
\_\_\_\_\_  
\_\_\_\_\_

5. Description of fund raising activities undertaken/planned by organization:  
\_\_\_\_\_  
\_\_\_\_\_

6. Amounts earned in above activities: \_\_\_\_\_

7. Checks Written out to: \_\_\_\_\_ Given to: \_\_\_\_\_

**Important Note:** (1) Requests will be accepted ONLY if one student (or more) AND the sponsor come to the PTSO meeting in person. A student is to present the request to the PTSO general membership at this time. (2) Your organization will also be required to support fund raising events throughout school year. (3) Request forms are due to the PTSO Board for review by 4:00p.m.on the Tuesday before our general PTSO Meeting (first Tuesday of each month). Any requests received after this time will be reviewed the following month. (4) Your organization may also be asked to fill out an accountability form that you will receive with your check. (5) Budget with caution. If you over spend and/or do not account for the full amount, PTSO WILL NOT reimburse what you pay out of your own pocket. (6) All receipts and unspent funds must be turned into the PTSO Treasurer by the meeting following your fund request approval. We look forward to working with you and helping your organization succeed.

8. Submitted by:  
Name (printed): \_\_\_\_\_

Position in Organization: \_\_\_\_\_

By signing below, I have read and agree to the 'important note' above

Organization Sponsor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Please request approval from Mr. Jeffrey McGee *BEFORE* submitting this form to the PTSO Board\*\***

9. Approval from Mr. McGee: \_\_\_\_\_

(Below is to be completed by the PTSO Board)

**Circle ONE:**      **APPROVED**      **NOT APPROVED**

Approval Date: \_\_\_\_\_ Amount Approved: \_\_\_\_\_ Check Number: \_\_\_\_\_