

# PROJECT STUDY REQUESTS

A Project Study Request (PSR) can be made by any member of the PTA, parent, teacher or staff member. It is a request for funding from the PTA for a project that will benefit the school and our children in some unique way. Any parent requesting a PSR will need to have a sponsor (teacher or staff) who will support the project. Project Study Requests can only be approved by a majority vote of the general PTA membership. If you are submitting the request, we ask that you support and maintain responsibility for completion of the project with the First Vice President and Project Study Chair.

All Project Study Requests will be processed as follows:

- Complete the attached PSR form and submit to the School Office, where a Project Study mailbox is located.
- If you are requesting funding greater than \$1000.00, please submit three bids from APPROVED district vendors. Copies of all vendor bids must be attached to the request. Without these, a PSR is considered incomplete and will be returned to the requestor.
- The PSR must be reviewed by the Frostwood Executive PTA Board. This is not to approve funding for the request, but to approve the following criteria:
  - Is this a project that can be funded from the current school budget, the current PTA budget, or the school district?
  - Can funding be acquired from any other source?
  - Is all requested information attached and the form completely filled out? If not, it will be returned to the requestor? This includes all completed order forms from the vendors.

The Executive PTA Board meets regularly throughout the school year. Please check with the school office to find out when the meetings are scheduled. To be reviewed at an identified scheduled meeting, the PSR must be received at least one day prior to the meeting.

If approved by the Board, the request will be:

- Published in the next edition of Tiger Tales for review by the general PTA membership
- Placed on the agenda for the next scheduled PTA meeting
- At the PTA meeting, the request will be presented by the requestor and/or the First Vice President and voted on by the PTA members present at the meeting

The request for funding is approved if the vote by general membership passes by a majority.

This process will be followed for all PSR and no exceptions will be made. Plan accordingly and make sure there is adequate time to process your request before each required meeting. Any questions unanswered at PTA meetings could result in a delay in the voting process. If you have questions regarding this form or the PSR process, please contact the First VP for Project Study.

# PROJECT STUDY REQUEST FORM

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

Name of Requestor: \_\_\_\_\_

Sponsor (Teacher or Staff): \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please provide a brief description of your request:

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Vendor information – Please use approved district vendors. The office staff can assist you in contacting the district for information. If this request is for more than \$1000, you must provide a proposal from three (3) district-approved vendors.

<b>VENDOR</b>	<b>ADDRESS AND PHONE NUMBER</b>	<b>BID AMOUNT</b>

Teachers: Please attach completed vendor forms with your requests to expedite placing the orders if proved.