



Hull Parent Teacher Organization
P.O. Box 56, Hull, Ma. 02045

Request Decision		Payment Status	
	Approved	\$	Amount Approved
	Declined	/ / #	Date Paid Check

PTO Funding Request Form 2022-2023

The mission of the Hull Parent Teacher Organization is to support the Hull Public Schools by sponsoring fundraising activities, cultural enrichment programs, and other activities to enhance the quality of education offered to the children of Hull.

Funding Requests are **due in the PTO mailbox by the 1st of each month** to be considered at the next scheduled meeting

*Should the school building be closed email your request to your principal for approval by the 1st of each month – your principal will then forward their approval to president@hullpto.org to be placed on the next meetings agenda

A representative requesting the funds is encouraged to attend the monthly meeting and present their request(s) at the start of the meeting - If the monetary request(s) is/are greater than \$1,200, **your attendance is REQUIRED**

Meeting Dates for 2022-2023 School Year can be found on hullpto.org
Funding Requests are due in the PTO mailbox by the 1st of each month

Request Date: _____

Your Deadline: _____

Your Name: _____

Email: _____

School: _____

Amount Requested: \$ _____

Grade: _____ Number of Students: _____

What is the amount you expect each student will contribute: \$ _____

If you are requesting additional funding from another group(s) for this request, please provide those details:

Organization Name(s): _____ **Amount(s):** _____

Please give a detailed description of your funding request, please detail how your request fits Hull PTO's mission stated above. Feel free to attach any documentation pertaining to this request.

We require that Hull PTO is acknowledged in any printed material related to the request (e.g.: permission slips, newsletters, printed media, and electronic media)

We may ask for student experiences to be included in our monthly/quarterly newsletter

Please check one payment method and allow two weeks for payment processing

Receipt attached for **reimbursement to requester now**

Invoice attached for **payment direct to vendor now**

Will submit receipt for reimbursement to requester at a later date

Will submit invoice for payment direct to vendor at a later date

Hull PTO Executive Board Authorization: _____ **Date:** _____
When funds are requested for PTO Events/Fundraising

Principal Authorization: _____ **Date:** _____
When funds are requested for School/Students/Teachers

Hull School Committee Authorization: _____ **Date:** _____
When funds are requested for curriculum, periodicals and books for student learning

Please include ALL costs of program/project (not only those requested of PTO)

EXPENSE or ITEMS PURCHASED

ESTIMATED or ACTUAL COST

Total Cost

\$

Total PTO Request

\$

Without adequate information, the PTO is unable to consider the funding request.
Incomplete funding requests will be returned and will not be voted on until this form is completed and the principal has authorized.

Should you have any questions, please email:

President OPEN
Renee Kiley
Caryn O'Connor
Carolyn Reynolds

president TBD
vp@hullpto.org
secretary@hullpto.org
treasurer@hullpto.org