

George Watts PTA 2019/2020 Funding Request FAQ

Who should complete this form?

Any parent, teacher, administrator, or student requesting Watts PTA funds.

When should I use this form?

When you would like to request Watts PTA funds for programs or materials that will support Watts teachers, parents, staff, and students. Requests can be made for items not currently in the budget, or to increase a line item already in the budget.

How will the Board decide whether or not to fund my request?

There are several variables that are considered when funding requests are made. First, the Board will determine if the request fits into an existing Watts PTA Committee. If it does fit into the goals of a particular committee, the committee chair will consider using committee funds for the request. If the committee chair does not have the funds or if the request does not fit into an existing committee, the Board will consider whether the request aligns with [Watts PTA goals and values](#) and then use discretionary funds to support the request, if appropriate.

How will funds be distributed?

Funds will be distributed on a first-requested, first-awarded basis. If Board members are unable to vote on a request at the next scheduled meeting, funds will be held until the next PTA Board meeting (approximately one month later), where the Board will be able to discuss and vote to fund the request.

Should I talk to a PTA Board member before I submit a request for funds?

You do not have to talk to Board member before submitting a request, but you will likely find it helpful to discuss your idea with someone familiar with the PTA budget and goals before you submit your request. [View an example of a \(successfully-funded\) request from a previous school year.](#)

What if I don't know who to talk to?

You can place your funding request in the PTA mailbox in the school's main office or email the PTA President Emily Daly (emily.daly@duke.edu). Your funding request will be discussed at the next scheduled Board meeting or by email if the matter is urgent.

Do I need to be at the PTA Board meeting when my request is discussed?

You do not need to be present at the PTA Board meeting. However, you might find it helpful to share details of your request or answer Board members' questions during the public comment portion of the Board meeting.

What do I do if the PTA Board does not approve my funding request?

You will need to find another source of funds for the supplies or program. PTA Board members will provide recommendations for alternate sponsors or funding sources, if possible.

What do I do if my funding request is approved?

A PTA Board member or Watts staff member will be identified to provide oversight or support as you purchase supplies or implement the new program. If you purchase supplies or pay vendors using personal funds, you will need to submit receipts and a reimbursement form to the PTA Treasurer. Please note: If your expenditures exceed the approved amount, you will need to formally request additional funds from the Board. If the Board is unable to approve this additional spending, you will not be reimbursed by the Board. In other words, please only spend what you are approved to spend.

George Watts PTA 2019/2020 Funding Request Form

Please complete and submit this form to the Watts PTA mailbox or to PTA President Emily Daly (emily.daly@duke.edu) by the third Thursday of the month.

The PTA Board will consider your request at the Board meeting following submission of this form or, if the request is urgent, by email prior to the meeting. The Board meets on the first Monday of every month during the school year (check the [Watts PTA calendar](#) for meeting dates). If you would like to speak to the Board about your request or be available to answer questions, please plan to attend the public comment period at the next scheduled Board meeting.

Note: If PTA Board members do not feel they have sufficient information to make a decision, they will ask for more information. The requester should provide additional information within one month of being contacted by a board member. Funds will be distributed on a first-requested, first-awarded basis.

Please provide the following information:

Name:

Date Submitted:

Preferred Contact Info:

Your affiliation with the school: Parent Teacher Admin Other:

Description of funding request, including dollar amount being requested:

*(Please be as specific as possible, and indicate whether this is a **one-time or recurring request**.)*

Other funding sources already identified for the project, if applicable:

(e.g., DPS funds, Watts school budget, SIT funds, external funding/granting agency)

Target audience for funding:

(e.g., number of students or other individuals to benefit from funding, grade level of students)

Intended outcomes and outputs related to the request:
(e.g., goals for the funds, intended benefits to members of the Watts community)

When program will occur: Before During After Other:
 School School School

**Note that events that affect the school curriculum or that take place during the school day will be subject to approval from SIT and/or the Watts administration or the PLC process.*

Date or approximate time funding is needed:
(Please provide as much detail as possible about when funding is needed and when it will be used)

Support needed from PTA Board members or other Watts staff, teachers, and parents:
(e.g., time and other resources needed to execute the program or other items related to this request)

Additional information that you would like to include: