

PKY PTO Proposal for Funds



Developmental Research School
at the University of Florida

Requestor: _____

Department/Grade: _____

Phone: _____ Fax: _____

Email: _____

Asst. Principal Review: _____

Date Submitted: _____

Guidelines for Proposal Funding for:

_____ Professional Development _____ Classroom Project _____ Other

PKY-PTO will consider the following guidelines for funding proposals:

1. The proposal must be reviewed and signed by an Assistant Principal. It is important that other means of funding have been reviewed/considered.
2. The proposal must identify a specific student body to serve with a proposed timeline of benefit. The goal is to impact a large number of students over a long period of time.
3. The proposal should serve students in a unique and specific manner.
4. Full completion of this proposal with any supporting documentation must be submitted at least 5 days prior to the scheduled monthly PKY-PTO meeting by placing in the PTO file in the school's business office.
5. The proposal requestor will be notified (by email or phone call) of their proposal being reviewed and set on the PTO Meeting Agenda. Please have someone who is familiar with this proposal present. So that everyone attending the meeting is comfortable, we would like to ask that the individual(s) representing the proposal leave the meeting while the PTO completes the voting process.
6. Upon a decision the proposal contact will be notified and receive the proposal with noted decision and/or comments with any further instructions. Upon approval, this document will need to be presented to the Business Office for processing.
7. Upon completion of approved proposals the requestor will need to present and/or provide a re-cap summary explaining the results of project to the PKYPTO.
8. Please note that the full amount requested is subject to approval. PTO may opt to approve all or part of proposal request.

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Required Information for Funding Proposal

Project Name: _____

Purpose of this project/professional development? (Attach additional information if desired.)

Who will benefit from this project/professional development and over what period of time?

Amount Requested: _____ What date would the funding need to be available? _____

Have all the "Guidelines for Proposal Funding" as state above been considered? _____

Why is this proposal/professional development important?

Date Presented at PTO Meeting: _____ Proposal Presented By: _____

Approved _____ Declined Details: _____

PTO Officers: _____ Date: _____

Completion Follow-Up: _____ Date: _____

(Original: PTO President, Copy: PTO Treasurer. If approved, Copy and Signed Requisition to Business Office.)