

PROPOSAL TEMPLATE

Information to provide

- **Description:** Provide a description with enough information for the general membership to understand about the item(s) requested
- **Benefit/why:** Why is this an area that the PTO should provide funds.
- Select all **areas** that apply for the submission:
 - One time expense
 - Benefits entire community
 - Enables Academic
 - Enables Performing Arts
 - Fills critical gap
 - Supports PTO Fundraising Efforts: Community Awareness, Health/Fitness, Academics (Literacy, Science, Math, Technology, Engineering, Visual and Performing Arts)
- Cost (include estimate of any tax and shipping as well as installation and other related costs). Itemize your list wherever possible.
- Are there any other considerations such as maintenance, insurance or storage costs?
- Submitters name, phone number and email