



HOPKINTON PTA FUNDING REQUEST FORM

Name: _____ Date: _____

Department: _____ Grade & School: _____

Here are the programs/reasons available for funding requests.

Programs:

- Any activity that enhances the school curriculum.

Field Trips:

- Students are leaving the school grounds.
- Funds are used for admission cost. We do not fund transportation costs.

Library Grants:

- Enhances library services not funded by school budget.

Other:

- Any program or service not covered above.

Please provide a description of your plans for the use of these funds, including total cost of program or field trip - the more details the better. The PTA believes in funding for all, so money donated should benefit as many students as possible and is designated for programs that are not covered by school budgets. We welcome you to personally present your funding request at the upcoming PTA Board Meeting, though this is not required.

We would also love to share photos from your trip or event with the community, so please send us approved photos!

Questions, funding requests, and photos can be emailed to:
contact.hopkintonpta@gmail.com

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Amount requested: _____ Approximate # of students involved: _____

Administrative Approval

I recommend this request for Hopkinton PTA funding.

Principal Signature: _____

PTA Funding: Approved Declined Amount Approved: _____

Date request received, Check #: _____ Date written: _____

Check recipient name: _____