



# PTA Allocation Request Form 2019-2020

The PTA Allocations Committee will accept requests until April 5, 2019 for recommendations on how the Duff PTA's end of year expenditures will be used for the 2019-2020 academic year. The Allocations Committee will prioritize requests and make recommendations to the PTA board and general membership on how to allocate expenditures for the betterment of our children and school. Questions can be emailed to [duffpta@gmail.com](mailto:duffpta@gmail.com).

*(Please type or print legibly)*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

I am a:  Teacher  Duff Administrator/Staff Member  Duff Student  Duff Parent

If a teacher or a student, which grade level? \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

## PROJECT DETAILS

Will this benefit a specific Grade Level or the entire school? \_\_\_\_\_

Other collaborators & faculty/staff involved \_\_\_\_\_

Description of item(s) or service(s) requested and itemized cost per item:

**Impact to Duff and the students:** (Questions to consider- How will it enhance teaching? How will it impact learning or affect curriculum? Will it reduce out of pocket costs?)

Total Project Cost Requested: \$ \_\_\_\_\_

Submit this form along with a copy of printed research of the items (Amazon, Office Max, etc.) to [DuffPta@gmail.com](mailto:DuffPta@gmail.com) with the subject - PTA Allocation Request.