



# SVS PTO 2019/20 SCHOOL YEAR Grant Request Form



To: All SVS Activity, Club and Event Chairpersons  
From: Angela LeClerc, SVS PTO Treasurer  
RE: Requests for Funding from the SVS PTO

The SVS PTO’s mission is to ensure every student in grades 6-12 has the opportunity to enhance their education through after school activities, clubs, and events. To submit a request for funds please fill out the form below and return to the SVS PTO via email at [info@svspto.org](mailto:info@svspto.org). Requests should be submitted a minimum of two weeks in advance of the next scheduled SVS PTO meeting. Please be mindful of the following when submitting a request:

- 1) Requests for funding will be addressed on a first-come, first-serve basis.
- 2) All requests will be voted on by the SVS PTO board.
- 3) Receipts must be submitted within 30 days of the date on which they are received.
- 4) Requests for reimbursement must be submitted on the “SVS PTO Reimbursement Form” available on svsppto.org.

**Please Provide the Following Information for Each Request**

1) Your name:	
2) Your role at SVS:	
3) Your email address:	
4) Brief description of the activity, club or event you represent:	
5) Number of students who will benefit from this event:	
6) Total cost of this activity or event:	
7) Funds contributed by parents (dollar amount):	
8) Funds contributed by student led fundraising activities (dollar amount):	
7) Funds requested from SVS PTO (dollar amount):	
8) Description of how SVS PTO funds will be used:	
10) Date SVS PTO contribution is needed:	
11) If revenue will be generated by this initiative, where will the excess funds go?	
12) Additional comments:	



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Signature of Requestor

\_\_\_\_\_  
Date (mm/dd/yyyy)