

## Guidelines

- All requests must be submitted at least two weeks before a scheduled Board Meeting. Your Project/Fund request will be considered and after approval by the PTO Board and the Business Manager of the FIS, you will receive a response via email or in person by a Board member.
- All requests must support the PTO's purpose and values, and the school's mission, vision and the strategic goals. Projects can vary in scope from being for a classroom to school-wide.
- Please complete the form in its entirety and email to [pto@the-fis.de](mailto:pto@the-fis.de). Alternatively, please place the form into the PTO post box at Reception.

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Applicant Name(s)

Teacher  Staff  Student  Parent  
\_\_\_\_\_  
Applicant Position

\_\_\_\_\_  
Amount Requested

\_\_\_\_\_  
Date Funds Required

## Description of the Project

What need or opportunity is being addressed by the project?

What are the objectives of the project?

# Fund Request



When would the project begin and end?

Approximately how many students/classes would benefit from the project, either directly or indirectly?

Please explain the consequences if funding is not awarded

## Applicant Contact Details

\_\_\_\_\_  
Applicant Phone Number (home)

\_\_\_\_\_  
Applicant Email Address

\_\_\_\_\_  
Applicant Phone Number (office)

\_\_\_\_\_  
Applicant Phone Number (mobile)