

Guidelines

- All requests must be submitted as soon as possible, ideally two weeks before a scheduled Board Meeting. **Please Get SLT approval first.** Your Project/Fund request will be considered and after approval by the PTO Board, you will receive a response via email or in person by a Board member.
- All requests must comply with the PTO Guidelines for Allocation of Funds, that support the PTO's purpose and values and the school's mission and vision. **Projects should complement and/or extend the curriculum and service learning at the FIS benefiting a majority of the students.**
- Please complete the form in its entirety and email to pto@the-fis.de and give in a copy at the reception to be placed in the PTO tray.

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)