

2017 – 2018 Fox PTA Budget Request Form

Please complete a separate request for EACH program

E-mail completed form to *budget@williamfoxelementary.org*

Deadline: June 30, 2017

REQUEST SUMMARY - Please complete with your project information

Program Name	'17 – '18 Request Amount	New Prog? (Y or N)	1 time expense Or annual?	Contact Name	Contact Phone	Contact E-Mail	Short Program Description (10 words, or less, max 100 chars)

Program Description:

Program Start Date:

Program Duration:

Total # Participating Students:

Participating Grade Levels:

Program goals:

Detailed program description:

Program supports: _____ TEACHER & CLASSROOM SUPPORT/ _____ REMEDIATION / _____ ENRICHMENT / _____ COMMUNITY

How does the program integrate with the school's curriculum?

How many volunteer hours will this program require in the '17 – '18 school year? _____ . In future years? _____

Will this program require maintenance or other support in future years? If so, please detail what will be required. . _____

Review and Reporting:

How will the PTA know the goals have been met?

How will the effectiveness of the program be measured?

ADDITIONAL PROGRAM DETAIL:

Please insert any additional program information that you would like to share here.

Please put any documentation that can not be sent electronically (e.g., brochures, contractor diagrams) in the PTA mailbox.

BUDGET DETAIL:

Total 2016 – 2017 Budget Year Program Request	\$
- Contracted personnel cost	\$
- Non-personnel cost	\$
- Estimated Revenue (if applicable)	\$

For the questions below, calculate hours and cost assuming 36 weeks in the school year.

Program Involvement per Average Student	K	1st	2nd	3rd	4th	5th
# of instructional periods/average student/year						
Length of average instructional period (minutes)						
Total instructional minutes/avg student/year						

Annual Hours of Contract Time per Specialist	Specialist 1	Specialist 2	Specialist 3
Instructional			
Non-instructional			
Total hours under contract			

Please insert a detailed annual budget here (for both in-year budget requests and projected ongoing expenses):

Supporting contractor estimates should be submitted to the PTA mailbox or e-mailed with the budget request.

OPTIONAL SECTION

In some cases, funds are not available to support the full scope of a request.

If your proposal can be scaled down while still providing a rich educational experience, please provide an alternate copy of the entire proposal form labeled as "**ALTERNATE BUDGET REQUEST for (Program Name)**" and include specific detailed changes.