

WILLIAM HATCH ELEMENTARY SCHOOL  
P.T.O. FUNDING REQUEST

Please provide the following information if your group/activity wishes to request funding from the P.T.O. Request guidelines are as follows:

- The program or activity must involve children and/or families from Hatch school.
- The program proposal must demonstrate educational or social benefit.
- Funding may be used to cover costs and/or supplies for an activity, but not to pay dues or membership fees, except in special financial circumstances of individual students.
- Reasonable records or receipts must be kept to verify expenditures and payments.
- Requests must be submitted according to PTO schedules and will be reviewed and voted on in a general PTO meeting.

DATE OF REQUEST: 1/5/10

SPONSOR'S NAME/ORGANIZATION MAKING REQUEST:  
Dana Pietrini - 1st grade teacher

DESCRIBE THE PROPOSED ACTIVITY/PROGRAM: (continue on back if necessary)  
Area Rug - for my circle area

\$299.95 Rug  
 \$44.99 Shipping [www.discount-school-supply.com](http://www.discount-school-supply.com)  
 \$18.75 tax  
 DOLLAR AMOUNT REQUESTED: \$ 363.69

CHECK TO BE MADE PAYABLE TO: \_\_\_\_\_

DESCRIBE HOW FUNDS WILL BE USED: (continue on back if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF PERSON MAKING REQUEST:  
Dana Pietrini