

STAFFORD PTSA BUDGET REQUEST FORM
2014-2015

The Stafford PTSA Budget Committee will soon meet to develop the budget for fiscal year 2013-2014. The first step in this process is to solicit ideas and requests from teachers, staff, committees and parents. Once all requests are submitted, the Committee will meet to determine which projects are economically feasible. Costs must be as accurate as possible in order to be included in the proposed budget. The Budget Committee will then publish a "Proposed Budget" upon which the PTSA membership will vote.

The timeline to be used for the process is as follows:

April 1, 2014: All budget requests due
May 2014: General meeting preliminary vote on proposed budget (***Date to be announced***)
September 2014: General meeting final vote to approve budget, no later than September 15

Please complete this form and deliver to Judy Woodruff in the office at your earliest convenience, but NO LATER THAN APRIL 1, 2014. Contact Dardee Layne if you have any questions at 503.709.6295 or dardinel@hotmail .com.

Proposed project title: _____

Ongoing or one time project: _____

Description of project: _____

Who will benefit: _____

Estimate of project cost: _____

Requestor Name: _____

Requestor Email/Phone Number: _____