

STAFFORD PTSA BUDGET REQUEST FORM
2017-2018

The Stafford PTSA Budget Committee will soon meet to develop the budget for fiscal year 2017-2018. 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 3, 2017: All budget requests due
May 3, 2017: General meeting preliminary vote on proposed budget
September 2017: General meeting final vote to approve budget, no later than September

Please complete this form and deliver to **Lisa Alexander** in the office at your earliest convenience, but **NO LATER THAN APRIL 3, 2017**. Contact **Andrea Howorth** if you have any questions jhoworth1974@comcast.net.

Proposed project title: _____

Ongoing or one time project: _____

Description of project: _____

Who will benefit: _____

Estimate of project cost: _____

Requestor Name: _____

Requestor Email/Phone Number: _____