



BSPTO Funding Request (RFF) Process and Application

Overview:

The Bethany Elementary School Parent-Teacher Organization (BSPTO) has created a budget to support teachers and staff in the amount of \$10,000 per school year. Requestors need to complete the application process which will then go up for a vote for approval with the BSPTO. The funds for approved proposals will be allocated throughout the year until this fund is depleted.

Proposal Process:

RFFs will be considered at the BSPTO meetings every other month beginning in October. Funds are requested by filling out the attached proposal and placing it in the BSPTO dropbox located in the workroom. The application needs to be approved by the school principal before being submitted. Applications are due at least one week prior to the meeting.

The requestor, or someone on their behalf, needs to be present during the BSPTO meeting to answer questions for the proposal to be considered. If the request is tabled due to needing more information, the requestor may return the next calendar month to continue the process.

The following considerations will be used to approve proposals:

- Number of students impacted. Does your request support the entire school, multiple grade levels, one classroom or less?
- Is it an on-going or one-time expense. Will your project or item be used for one school year or more? Is it a one-time event?
- Is there evidence that the need supports curriculum. Can you show significant evidence that the proposal directly effects student achievement?
- The need of the school, team or teacher. Can you demonstrate significant need for the project or item(s)?
- Are there other ways to obtain funding. Is it appropriate to have the BSPTO paying for this expense? Should other sources be considered first, like the school, district or Beaverton Education Foundation (BEF)?

Once the proposal is presented and questions answered, it will be put to a vote. A majority of the attendees need to vote in the affirmative for the proposal to receive funding.

Contact the BSPTO President at president@bspto.org with any questions.



BSPTO Funding Request Proposal

Requestor(s): _____

Grade/Team/Department: _____

Total request amount: \$ _____

Brief Description of Request: _____

Principal's Signature: _____

Full project/Item Description:

(Number of students impacted? What do you hope to achieve? What need is being addressed? Will the funds/items be used for a onetime event, throughout the school year, 2+ years? Do you need to access to funding once or periodically through the year?)

Project Budget Specifics:

(List items to be purchased and approximate costs. Include titles of books and/or videos. Include what vendors and/or websites you plan to purchase from. Include any shipping costs.)

Item Description:

Cost:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please attach supporting documentation or extra pages if needed.