



Project Study Requests



A **Project Study Request (PSR)** can be made by any member of the PTA; parent, teacher, or staff. It is a request for funding from the PTA for a project that will benefit the school and our children in some unique way. Any parent requesting a PSR will need to have a sponsor (teacher or staff) who will support the project. Project Study Requests can only be approved by a majority vote of the general membership. If you are submitting the request, we ask that you support and maintain responsibility for completion of the project with the assistance from the 2nd VP for Project Study.

All Project Study Requests will be processed as follows:

- Complete the attached PSR form completely and submit to the school office. There is a project study mailbox in the office where it can be left.
- If you are requesting a funding amount greater than \$1,000.00, please submit three bids from **approved** district vendors. The office staff can assist you in contacting the district to get the vendors' names. Copies of all vendor bids must be attached to the request. Without these, the PSR is considered incomplete and will be returned to the requestor.
- The PSR must be reviewed by the Frostwood Executive PTA Board – this is not to approve funding for the request but to review it for the following criteria:
 - Is this a project that can be funded from current school budget, current PTA budget, or the school district?
 - Can funding be acquired from any other source?
 - Is all requested information attached and the form completely filled out? If not, it will be returned to the requestor. This includes all completed order forms from the vendor(s).

The Executive PTA Board meets regularly throughout the school year. Please check with the school office to find out when the meetings are scheduled. To be reviewed at an identified scheduled meeting, the PSR must be received at least one day prior to that meeting.

- Once approved by the Board, the request will be:
 - Published in the next issue of Tiger Tales for review by the General Membership.
 - Placed on the agenda for the next scheduled PTA membership meeting.
 - At this membership meeting:
 - The request will be presented by the requestor (or 2nd VP of Project Study as determined necessary) and finally,
 - The request will be voted on by the PTA members present at that meeting.
- The request from funding is approved only if the vote by general membership passes by a majority.

This process will be followed for all PSR, no exceptions will be made. Please plan accordingly and make sure there is adequate time to process your request prior to membership meetings. Any questions unanswered at membership meetings could cause a delay in the voting process. If you have any questions regarding this form or the PSR process, please feel free to contact the 2nd VP for Project Study.



2007-2008 Project Study Request



Date: _____

Name of Requestor: _____

Sponsor (Teacher or Staff Member): _____

Telephone: _____

E-mail: _____

Please provide a brief description of your request:

Vendor Information – Please use approved district vendors. The office staff can assist you in contacting the district for information. If this request is for more than \$1,000.00, you must provide a proposal from **three** vendors.

Vendor	Address and Phone Number	Bid Amount
1.		
2.		
3.		

Teachers: Please attach completed vendor order forms with your requests to expedite placing the orders when approved.