

Orangevale Open PTSO - Request for Funding Form

Thank you for taking the time to fill out this form. The information you provide will allow the PTSO Board to appropriately consider your request for funding to the OVO PTSO members for a vote. A completed form must be submitted to the PTSO box or by email to chair@ovoptso.org, or received in hand by a board member **two weeks prior to a General Meeting**. If the proposal is approved funding reimbursement or payment will be provided by the PTSO.

Instructions:

- Complete the back of this form. Attach supporting documentation that you feel will help to explain or support your request.
- Return the request; Place in the PTSO Chair cubby in the school workroom, email your request to Chair@ovoptso.org, or deliver by hand to a PTSO board member.
- The PTSO Board will review your request using the Scoring Rubric, if it meets the scoring criteria it will be placed on the PTSO General meeting calendar for the following General Meeting after receipt.

Scoring Rubric: The Board considers these factors when reviewing proposals.

1. Does the proposal have the support of the Orangevale Open School Administration?
2. If needed has the San Juan Unified School District Self Help approval been obtained?
3. Is the proposal generated by Orangevale Open students, teachers and or parents/guardians?
4. Will students benefit from the results within the school year?
5. Will the proposal benefit multiple classes with a grade or multiple grades?
6. Will the proposal be of benefit over multiple years?
7. Is the proposal creative, new or imaginative?
8. Does the proposal address student needs?
9. Does the proposal address and or support educational standards?
10. Does the proposal follow the mission of the Orangevale Open school program?
11. Does the proposal fit within the mission of the PTSO?
12. Will there be ongoing maintenance costs for the completed project?
13. Have the requester sought other funding sources, donations or grants?

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Proposal Name: _____

Proposer Name: _____

Date: _____

Email: _____

Phone: _____

Amount Requested: _____

Completion Date: _____

Use the rubric questions and those below to create your request for funding for your project.

Use as many pages as needed.

- What will the funding be used for?
- Who and how many people will benefit from the funding?
- List all other funding sources being sought, including plans for matching funds, fundraising, grants, etc.

Proposal: Attach additional pages if necessary