

# Corwin International Magnet School PTO Donation Request Form

<b>Name of Requestor:</b>	<b>Grade Level/Groups/Club:</b>
<b>Phone/Email:</b>	<b>Date Submitted:</b>
<b>Projected Costs/Expenditures:</b>	<b>Date Needed:</b>
<b>Detailed description of what funds would be used for: (Attach separate form if more space is needed)</b>	

1. All requested for funds from PTO must be submitted through the request form, verbal requests will not be accepted.
2. The requests will be reviewed by EXCO and presented at the next General PTO meeting – the first Wednesday of each other month, dates for 2019-2020 are September 4, November 6, January 8, March 4 and May 6. A representative on behalf of your request should be present at the PTO meeting.
3. Requests can be dropped off in the PTO Mail Box at CIMS or by email at [corwinpto@gmail.com](mailto:corwinpto@gmail.com)

<b>For PTO use only do not write in this box</b>	
<b>Date received</b> _____ <b>by</b> _____ <b>Discussion date</b> _____	
<b>_____ Approved _____ Denied</b> <b>Comments/Notes</b> _____	
_____	