



# Carnegie Vanguard High School PTO

## Funds Request for Clubs

(Max \$300)

While faculty-sponsored student clubs at CVHS are expected to be self supporting, we understand that occasionally there are expenses that exceed a club's fundraising ability. The PTO wants to ensure that our extracurricular clubs and teams are able to participate and compete in area events, and that a shortage of funds does not prevent their participation.

A club may request funds of up to \$300 from the PTO to cover entrance fees or participation fees in local, regional, state, or national events; or to cover supplies (at the discretion of the board). If additional funds are required (for example, because a team has advanced to additional competition), the PTO will consider these requests on a case-by case basis.

Instructions for Requests: Please complete all information below and attach any information (information on total costs such as competition fees, transportation fees, etc...). Once completed, please submit to Principal Moss for approval. Return the signed form to PTO President @ [president@cvhspto.org](mailto:president@cvhspto.org).

Club Name: \_\_\_\_\_

Name of Requester and Title: \_\_\_\_\_

Email of Requester: \_\_\_\_\_

Name of Faculty Sponsor: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Costs for Event: \_\_\_\_\_

Funds Raised \_\_\_\_\_

Funds Requested from PTO \_\_\_\_\_

Approved: \_\_\_\_\_

Principal Ramon Moss