

KST PTN TEACHER SPECIAL REQUEST FORM

Each year the KST PTN recognizes teacher's efforts in the classroom and supports those endeavors for which funds are not otherwise available with regular school budgeting / constraints. This money is available because of the PTN's continued commitment to fundraising. Each year we will set aside a special amount in our PTN Budget and we hope to always be able to accommodate your requests. We truly appreciate all of the support of the Kaneland John Stewart staff with all of our fundraisers. Thank you. In order for the PTN to consider a special request, we ask that you complete the following information and have all requests in prior to our April PTO Meeting:

HOW MUCH IS REQUESTED: \$ _____

WHAT THE MONEY IS TO BE USED FOR (Please Check One):

WHO WILL BENEFIT, and HOW:

REQUESTED BY:

GRADE/SPECIAL: _____ DATE: _____

Please return this form to the John Stewart Principal. If approved, it will be passed onto the KST PTN President in order to be assured consideration at the next PTN meeting. Please plan to be present for any questions or discussion regarding your request.

Thank you –

KST PTN INTERNAL USE:

Principal's Approval: _____

Date: _____

KST PTN's Approval: _____

Date: _____

Updated 10/2015