

Bloomfield PTSA Support Request Form

New Policy effective 2007: The Bloomfield PTSA strives to acknowledge all requests for financial or other types of support for District needs. As the frequency and complexity of these requests continues to increase, it has become necessary for the PTSA to create a more regimented procedure for them to be submitted and considered. Questions regarding this new procedure can be directed to the PTSA President. There are mailboxes in each main office. Any request must follow these guidelines to be considered:

- 1) Requesting person shall be a member in good standing of the PTSA for the current school year.
- 2) Completion and submission of this form should be made to the attention of the President of the PTSA. Contact for the President and Vice President is located on the Bloomfield Website.
- 3) Requesting person or another representative of the program or group seeking support must attend a monthly PTSA general membership meeting. It is important that a representative is present during discussion by the membership to answer questions or address issues that may be brought up. This also allows the requestor to be part of the voting process, and to be able to report back to the program or group with the specific reasons for denial or acceptance of the request.

Date: _____ Your Name: _____ Phone #: _____

Email: _____ School: _____

Name of the program/group you are representing: _____

Written description of the request for support:

If financial support is requested please indicate the total dollar amount \$ _____

Please indicate the budget details that make up this total dollar amount:

This form must be submitted at least one week prior to a regular PTSA General Membership meeting to ensure that the request is placed on the agenda for discussion. PTSA meetings are held two times in one day. Please note that votes for support only happen in the evening meetings at the Elementary conference room. Please indicate the name of the person who will be presenting this request to the membership:

Name: _____ Home # _____ Email _____

Your request will be placed on the agenda for consideration at the next upcoming PTSA meeting.
Please be aware of and indicate this date below:

PTSA Meeting Dates 2008-2009

**All meetings are held on the same day at 10:30 a.m. at Middle/High Library Conference Room and
in the evening at the Elementary Conference Room from 7:00-8:30 p.m.**

In order to be present at the time of the vote, you must attend the evening meeting.

September 9, 2008	October 7, 2008	November 18, 2008	December 16, 2008 10:30 am only	January 13, 2009
February 10, 2009	March 10, 2009	April 28, 2009	May 12, 2009	June 9, 2009

