



Talented & Gifted School for Young Scholars Parent Teacher Association

Kathy Fernando &
Denada Ramnisha-Halili
Co-Presidents

Pamela Simon
& Mark Levin
Co-Vice Presidents

Johnae Ferguson
& James Vasile
Co-Treasurers

Rasheeda Harris
& Laura Lampert
Co-Secretaries

TAG PTA BUDGET REQUEST FORM INFORMATION

Please complete the form below in order to request unbudgeted funds from the PTA. Once your request is received:

- Your request will be reviewed by the Budget Committee (their meetings dates are on the PTA website.).
- The Budget Committee will make a recommendation to the PTA Executive Board at their next meeting to assess feasibility of the request, with all the Committee VP's. At that Executive Board meeting, your request will get a "yes" or "no" vote, unless further information or consideration is requested.
- If the request gets a "**yes**," it will be presented at the next General PTA Meeting and members will be advised it has been assessed by the Budget Committee and Executive Board, and considered feasible. There will be a discussion about the request with an allotted time of 6 minutes (3 for pros and 3 for cons). After this discussion, members will decide whether to vote. If the motion to vote on your request is seconded, it will require a majority vote.
- If the request gets a "**no**," you will be notified it along with the reasons for the decision via email as early as possible. Should your request get a "no," you have the option to present this completed Budget Request Form (please bring copies for everyone or ask the PTA secretary to do so) at a General PTA Meeting during the Budget Committee section of the agenda. There will be a discussion about the request with allotted time of 6 minutes (3 for pros and 3 for cons). After this discussion, members will decide whether to vote. If the motion to vote on your request is seconded, it will require 2/3 vote to pass.

The PTA Executive Board strongly encourages you to submit this form well in advance. Please keep the above timeline in mind when submitting a request, in order to ensure the committees and the general membership have ample time to review and research as needed. PTA funds must be used to benefit TAG students' health, welfare, safety, or education, and your request will be considered in light of those requirements.

Please submit a PDF version of this form to the PTA Budget VP's (budget@tagscholarspta.org) and include any research you have done on costs and enough detail about how the funds will be spent.



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TAG PTA BUDGET REQUEST FORM

Date _____ Your Name(s) _____

Phone Number(s) _____ Your Email _____

Reason for your Request _____

Required details:

Items to be purchased & vendor name	
Estimated cost	
What grades will your request affect	
What are the dates for your request	
Will your request need school space or be off-site	
Will your request require chaperones (i.e. like an afterschool enrichment programs)	
Is your request for an afterschool or in-curriculum program	
Any other details you'd like to provide	



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Budget Request Determination

When completed, make 1 copy for file, and deliver 1 copy to requesting party.

Date of Committee Meeting: _____

Request Being Considered: _____

Recommendation (Circle one):

Approval: Approval with stipulations stated below Denial More Information Needed

Stipulations for Approval/Reason for Denial/Additional Information Being Requested: _____

Date of PTA Meeting: _____

Result of Membership Vote (Circle one):

Approved

Approved with stipulations stated by Budget Committee

Approved with new stipulations stated below

Denied

More Information Requested

Stipulations for Approval/Reasons for Denial/Additional Information Being Requested: _____

Date copy was delivered to requesting party: _____

Date of Disbursement (Approved Requests Only): _____

Fund Disbursed from which budget category (i.e. Enrichment Programs, Facilities Initiatives, etc.)
