

Approved Not Approved

Date: _____ Chair: _____

Total Amount Approved: _____

LUNADA BAY ELEMENTARY PTA GIFTING REQUEST FORM

Teachers, Staff and Parents:

PTA programs promoting children’s well-being, enrichment activities, and funding for education must have first call on PTA funds. However, when funds raised exceed the amount required to maintain our core programs, we are pleased to be able to purchase needed equipment, materials and supplies for the school. We refer to this as “Gifting.”

A gift to the school should benefit the largest number of students possible. Gifting requests and suggestions are considered and granted based on this principle, with the goal of spreading gifts equitably among all groups at the school.

GIFTING REQUEST DETAIL

Item Description:

Total Cost* _____

*Include all applicable taxes, shipping and installation costs. Also indicate if there are any ongoing costs associated with the item (maintenance, supplies, parts, etc.). Please attach documentation (catalog, Internet, quotes, etc.). It’s very important that you calculate the total accurately. This is the exact amount that will be considered for Gifting.

Please turn in your gifting request and supporting documentation to the PTA Gifting folder in the school office. You can submit your requests any time during the school year, however the approvals will only happen 1-2 times a year. If you are approved, you will receive your approval via the email listed below.

Name _____

Date _____

Email _____