

Lunada Bay Elementary Gifting Request Form
PTA Gifts to the School
We want your input!

Dear Teachers, Staff and Parents:

PTA programs promoting parent education, home and school cooperation, children's well-being, community enhancement, 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 the granted based on this principle with the goal of spreading gifts equitably among all groups at the school.

Gifting Suggestion Detail

Date _____

Description _____

Anticipated Cost*: _____

*Include applicable taxes, shipping and installation costs. Also indicate if there are ongoing costs associated with the item (maintenance, supplies, parts, etc.)
Please attach documentation (catalog, internet, quotes, etc.) if available.

Name: _____

NOTE to Teachers and Staff: Please review request with Principal first. Please put the form in the appropriate file in the office PTA box.