

Ben Franklin PTO Teacher Fund Request Form 2026-2027

The Ben Franklin PTO allocates funds each year for Teacher Request Grants. Teachers may request funding from the PTO for supplies or programs, as long as it satisfies the following guidelines:

- The money should be used to enhance learning for a large group of students. (e.g.: the entire school, or at a minimum, in a whole grade level).
- The supplies/program should align with the curriculum of the students impacted.
- The request should be less than \$500

The requesting teacher(s) should fill out the information below to help the PTO Board make a decision on whether or not to approve the request.

1. Name of Teacher/Staff member requesting funds:

2. Amount requested:

3. Approximate number of students that it will benefit (please include grade levels as well):

4. Brief summary of what your grant money will be used for:

5. The name of the company this item(s) will be ordered from and include if PTO is making a purchase or paying an invoice:

6. If PTO is purchasing an item(s) that is reusable in the future, where will the item be stored and can it be accessed by other teachers and classes for future use?

7. Please enter due date (if applicable)