The Preuss School PTA: Donation Request Form
Academic Year 2025-2026

The Preuss School PTA fundraises year-round to support various programs. Students, staff, Preuss clubs, and/or grades interested in receiving funding to support an activity must follow the following guidelines to be considered. Applications are reviewed on a monthly basis. **See deadlines at the end of this document**.

The Preuss School PTA will consider donation requests from Preuss scholars, staff, clubs, and grade levels that meet the following criteria.

- Funding must be to support a **school sponsored activity**
- You must include the signature of a **faculty sponsor**
- You must turn in a **completed Donation Request Form** including a short letter and present at the PTA Executive Board Meeting

Name of applicant(s):_____

Date of request: _____Grade(s) of students involved:_____

Name of club/organization:_____

Date and name of activity:_____

Number of Preuss scholars involved in this activity:_____

What is the total amount needed for this activity?_____

How much has been fundraised already?_____

How much would you like The Preuss PTA to contribute?_____

Name of Faculty Sponsor:_____

Signature of faculty sponsor:_____

Attach a letter that describes the activity, how the funding will be used, and how this will benefit you and the Preuss community.

Applications will be reviewed at the following PTA Executive Board meetings for the 2025-2026 school year: **8/12/2025, 9/9/2025, 10/14/2025, 11/18/2025, 12/9/2025, 1/13/2026, 2/10/2026, 3/10/2026, 4/14/2026, 5/12/2026, 6/9/2026**. In order to be considered, the application must be turned in to Ms. Vanessa Muños, who can be found in the front office, **2 weeks prior to the meeting time listed**. Applicant must make a short presentation at the meeting. These meetings are held in the Community Room at 4:30 pm. Applicants will be notified of the decision within two weeks after the meeting. Decisions are made based on the merit of the application and availability of funds.

Questions should be directed to the PTA President, Lizbeth Garcia: lizbethsgarcia52@gmail.com