

PTA LETTERHEAD

Date: **TODAYS DATE**

To: **PRINCIPAL NAME**, Principal **SCHOOL NAME**

From: **SCHOOL NAME** School Parent Teacher Association (PTA)

Subject: **2025-2026 PTA Funding Activities**

The **SCHOOL NAME** Parent Teacher Association has approved funding for the following activities:

Activities	Funding Amount
0.50 FTE for "indicate a brief description such as Health Nurse..."	\$31,200
STEAM	5,000
Reading Support	30,000
<b>Total</b>	<b>\$66,200</b>

Funding is intended and should be used only for items or categories as specified above by the **SCHOOL NAME** PTA. Any requests to redirect spending for other purposes must get prior written approval from **SCHOOL NAME** PTA. The Principal or School District will provide quarterly updates and reporting on monies received and on spending progress for each category. Any unspent dollars will roll over to the next year's budget.

Thank you for your support of these activities programming and dedication to the **SCHOOL NAME** Elementary School community.

Regards,

**NAME**

President, **SCHOOL NAME** School PTA

**NAME**

Secretary, **SCHOOL NAME** School PTA

**Check Info**

Check Date	Check Number	Payable to	Amount

CC: School Office Manager, Steve Chonel, Secretary of PTA, Treasurer of PTA.