

PLAN OF WORK



Position _____ School Year _____

Name of Board Member/Staff/Teacher Requesting Funds _____

PTA Funding Category (please choose 1)

- Fundraising
- Communications
- Campus Improvements
- Educational Enrichment
- Classroom Engagement
- NHM Club
- NHM School-Wide Event
- Grade/Class/Elective Request
- Principal/Administrative Request
- Other _____

A Plan of Work is designed to outline the specific steps necessary to achieve the goals of the PTA. This document serves as a step-by-step action plan for achieving each goal. Your planned objectives should follow S.M.A.R.T. guidelines (Specific, Measureable, Attainable, Relevant, and Time-bound). This form must be completed and adopted before funds can be spent/reimbursed.

WHAT IS YOUR MAIN GOAL IN REQUESTING THESE FUNDS?

ITEM REQUESTED	DATE OF EVENT OR ONGOING?	AMOUNT REQUESTED

_____ PRINCIPAL SIGNATURE (FOR TEACHERS/STAFF ONLY)

TOTAL AMOUNT REQUESTED \$ _____

PLEASE EMAIL ALL COMPLETED FORMS TO TREASURER@NORTHMOUNTPTA.ORG