



2270 Plaza Dr • Highlands Ranch CO • 80129 • 720.383.4519 • [pto@bfacademy.org](mailto:pto@bfacademy.org)

### PTO/TEACHER SPECIAL REQUEST FORM

The BFA PTO recognizes our teacher's efforts in the classroom and supports those endeavors for which funds are not otherwise available with regular school budgeting. Funding is available because of the PTO's continued commitment to fundraising. Each year, we will set aside a special amount in our PTO Budget for teacher needs and we hope to always be able to accommodate your requests. The request will need to be approved by the Officer Board of the PTO and the Principal. Filling out a request, does not guarantee approval.

Please Note: Your efforts to help with our fundraising are important, and we need your support! We truly appreciate all of the staff participation in all of our fundraisers. Thank you!

*In order for the PTO to consider a special request, we ask that you complete the following information:*

REQUESTED AMOUNT: \$

WHAT THE FUNDING WILL BE USED FOR:

WEBSITE OF PRODUCT/PROJECT:

WHO WILL BENEFIT, and HOW:

IS THIS REQUEST FOR (CHECK ONE):

- SINGLE TEACHER/CLASS
- ENTIRE GRADE LEVEL
- ENTIRE SCHOOL

REQUESTER NAME:

Grade:

Date:

Please return this form, addressed to PTO President (Via the PTO Box in the front office), no later than one week prior to the next PTO meeting OR Email this form to the PTO President: [pto@bfacademy.org](mailto:pto@bfacademy.org). Meetings are normally held on the third Thursday of each month, during the school year.

Thank you!

Ben Franklin Academy  
Parent Teacher Organization