

FALCON FOUNDATION (PTA)

TEACHER/STAFF REQUEST FORM

Teachers and staff may request items from the Falcon Foundation for their classrooms/work spaces including books, teaching tools, financial support for special projects and field trips, as well as general classroom/work space needs. Volunteer services and donated goods may also be requested. Teachers/Staff should place complete forms with as much detail as possible and place them in the Falcon Foundation mailbox located in the elementary workroom. The PTA will discuss the request at their next meeting. Meetings are usually held the 2nd Monday of every other month. Teachers and staff are always welcome to attend the meetings!

Date of Request: _____ Item is needed by: _____

Teacher/Staff Member's Name: _____

Email: _____ Phone Number: _____

Request for item/service (please include how the item/service will be utilized): _____

Quantity: _____ Vendor name: _____

Vendor website: _____

Item number or description: _____

Cost: _____