



Northport Public School PTO Assistance Request

Thank you for reaching out to the Northport School PTO! Please complete the form below to request financial support and/or volunteer assistance for your classroom, event, or project. We aim to respond within five school days.

1. Teacher or Organization Information

Name: _____

Email Address: _____

Phone Number: _____

Grade(s)/Subject: _____

Date Submitted: _____

2. Type of Request (check all that apply)

- ☐ Financial Assistance
☐ Volunteer Assistance

3. Description of Request

Please provide a clear and detailed explanation of your request.

Title of Project/Event/Activity/Need: _____

Description (explain how this request supports student learning or the school community): _____

4. Finance Assistance Details (fill out this section only if requesting financial support)

Total Amount Requested: \$ _____

Breakdown of Expenses (if applicable): _____

Have you pursued or received other funding for this? ☐ Yes ☐ No

If yes, please explain: _____

5. Volunteer Assistance Details *(Fill this section only if requesting volunteer support)*

Date and Time(s) Needed: _____

Type of Help Needed (e.g. classroom helpers, event setup/cleanup, chaperones, etc): _____

6. Additional Notes

Anything else you would like the PTO to know? _____

Submit this form to: lcavendish@villageofnorthport.net or text an image to (231)218-3612 or in person to Laura Cavendish. This form is also available to submit digitally on our web site: www.NorthportPTO.com/volunteer

Questions? Contact the PTO at: (231)218-3612 Laura Cavendish