

Revised 12/11

# LUNENBURG PTO REQUEST FOR FUNDING

**APPLICATION MUST BE TYPED AND SUBMITTED BY EMAIL**

Please complete this form and email it to the Lunenburg PTO.

## APPLICANT INFORMATION

Applicant Name : Karma Tousignant  
School : Lunenburg High School  
Position : School Counselor/Department Head  
Contact Phone Number - 978-582-4115 x113

## PROJECT INFORMATION

Project Title: School Counseling Bulletin Boards / Positive messages around the school  
Project Start/End Dates: start date – asap, and continue each school year

1. Project Description: Summarize the proposed project in the space provided. Describe who is the target audience; what will happen; when and where it will occur; and how the project will be executed. NOTE: You may provide additional narrative on a separate sheet of paper, but you *must* summarize the project here. Your answer in the space below may not exceed 750 characters.

The project that the school counseling department would like to create bulletin boards containing important college and career information for students. To implement this project, I would like to purchase a Cricut Expression machine ([www.cricut.com](http://www.cricut.com) – however, may be able to be purchased cheaper on other sites or with a Michaels coupon). I have attached photos below of the bulletin boards at Nashoba Regional High School that have been put together with the help of the Cricut machine.

Additional supplies needed are atleast one cartridge (does not come with the purchase of the machine), replacement blade, cutting mat, and card stock paper.





2. Describe the planning process for this project. What individuals and organizations have been involved as partners and/or advisors? How would partial funding impact this project? Your answer in the space below may not exceed 500 characters.

**Currently, the only mechanism the school counseling office has for displaying messages to students is on a white board that we can place in the hallway. The purchase of the Cricut machine will allow us to easily create a bulletin board that stands out and catch students attention. If the partial funding of this project includes the purchase of the machine and the supplies needed to get started, we will be able to add additional supplies to our budget to ensure that we can keep bulletin boards current, year after year.**

3. Explain how this project will reach and benefit the students of your school. How will you know the project is successful? Your answer in the space below may not exceed 500 characters.

**The project, once implemented, will reach the entire school community and guests to the building as we will be able to display information related to college and career / school counseling events (college rep visits, college fairs, SAT registration dates, jobs or service projects in the community, etc.) in a way that looks nice and is easy to read/eye catching. We would also like to eventually extend the project beyond by placing positive messages throughout the school. I believe that these visual displays will be a positive step in encouraging and supporting the college and career goals of our student population.**

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\_\_\_\_\_  
Signature Title Date

**FOR PTO USE SUBMITTED BY DEADLINE** \_\_\_ yes \_\_\_ no

\$ \_\_\_\_\_

\_\_\_\_\_  
Amount Approved Signature of PTO Representative Title Date