

PTO Teacher Grant-Curriculum/Classroom Request Form

(2019/2020 PTO Budgeted amount is \$4,000)

The PTO grant budget is \$4000 this 2019-20 school year. We will begin collecting grant requests on **October 15, 2019**. The submission deadline is **June 1, 2020**. Any grants received after the June 1st will not be sent for approval to Board of Education.

Proposals may be for projects, activities, staff continuing education, or anything that enhances the academic experience of children at Eisenhower Intermediate School. While preference is given to proposals that offer school-wide access to students, teachers and/or staff are also encouraged to submit proposals that will benefit their individual classrooms or grade level. We anticipate that the majority of requests will be for amounts less than **\$250**. A request over \$250 will need full board approval which will be reviewed at the following PTO board meeting. We will make every effort to approve/deny requests within a reasonable time frame.

Items listed in a request should not be purchased until the request has been approved by the Board of Education (BOE). Once approved, the item(s) may then be purchased and the receipt submitted should be dated during the current school year but **no later than June 30, 2020** to receive reimbursement.

Only one approved request will be granted per teacher per round. We will do total of two rounds of grants, one submission in Fall and another in Spring.

Please place your completed form in the PTO mailbox, **Attn: Meena Arvind (Teacher Grant Forms)** in the school office. Principal and/or Vice Principal will do the first review of proposals for content, appropriateness and to determine if alternate funding sources are available. The PTO will then review requests and submit to BOE for final approval. We look forward to hearing about your project.

DATE SUBMITTED:

SUBMITTED BY (INDIVIDUAL/GROUP):

DESCRIPTION OF PURCHASE:

COST/DOLLAR AMOUNT REQUESTED:

SUBJECT AREA/GRADE LEVEL:

WHAT LEARNING/SCHOOL OBJECTIVES DOES THIS ADDRESS (WHO BENEFITS, HOW, AND FOR HOW LONG?):

WHAT IS YOUR TIMETABLE (BY WHEN DO YOU NEED THE FUNDING):

IF THERE IS ANYTHING ELSE YOU WOULD LIKE TO ADD, PLEASE FEEL FREE TO SUBMIT ADDITIONAL INFORMATION.

Signature of Principal or Vice Principal
*Signing approves request be considered by PTO
(If denied please return to teacher with explanation)*

Date