

POFF PARENT TEACHER ORGANIZATION EDUCATIONAL ENRICHMENT FUND/MINI-GRANT REQUEST FORM

There are 2 types of funds available to you:

EDUCATIONAL ENRICHMENT FUNDS (EEF) - Funds that have already been reserved for each Poff teacher and/or area of special instruction. If the teachers wish to pool their money together to do something more costly, that is perfectly fine! There is no need to receive approval prior to spending your Educational Enrichment Funds. The only thing we ask is that the Enrichment Funds be used for items or activities for the classroom that benefit all the students in the classroom and that you submit the form below along with your receipts to obtain reimbursement for your expenses.

Additional forms are available on the District Website under Poff Elementary School's Parent Teacher Organization section. A check will be issued by a PTO Treasurer within one week of your submission of the form and receipts. The deadline for submitting EEF this year is **June 1, 2022**. Expense reimbursement requests will not be accepted after that date unless prior arrangements have been made with one of the PTO Treasurers. Please place completed request forms in the PTO mailbox directed to the attention of PTO Treasurer or email a scanned copy to treasurers.poffpto@gmail.com.

Designation of the EEF funds are as follows: For 2021-2022, \$100.00 has been designated for each Classroom and Special Area Teacher as follows: Kdg. A.M., Kdg. P.M., 1-5th Grades, Art, Music, Band, Orchestra, Chorus, Physical Education, Library, Speech, Math Support, Reading Support, Learning Support, Instructional Support, and Academic Support.

We encourage every teacher to use the above reserved funds for the current school year as funds will not be carried over to the next year. This ensures Poff parents and students that all of their hard work and dedication to raise this money is put to good use.

The PTO truly appreciates the hard work of each and every teacher at Poff!

MINI-GRANTS – If you have depleted your Educational Enrichment Fund and there are other educational tools/activities you would like, please apply for a Mini-Grant. Funding for these grants is based on availability and will need to have prior approval from the PTO.

The President and Vice President may approve up to \$100 in expenditures without prior approval from the members of the organization or Executive Board. The Executive Board may approve between \$100 and \$250 in expenditures without prior approval of the members of the organization with a majority vote. The Executive Board may approve between \$250 and \$500 in expenditures without prior approval of the members of the organization with a unanimous vote. Expenditures in excess of \$500 require the approval of the members of the organization by a 3/4 vote. For this reason, you will need to have the EEF/Mini-Grant request forms for amounts in excess of \$500 submitted at least two weeks prior to a scheduled PTO General meeting for inclusion on the agenda.

The meeting dates for this school year are as follows: September 30, 2021; November 18, 2021; March 24, 2022; and May 19, 2022.

Thank you for making our children's lives so full of fun and learning. Please do not hesitate to contact us with any questions or concerns.

Sincerely, **Parent Teacher Organization Executive Board 2021-2022**

President Reema Troiana, president.poffpto@gmail.com; **Vice President** Briana Mihok, vpresident.poffpto@gmail.com
Co-Treasurers John Ontko & Alyssa Pater, treasurers.poffpto@gmail.com
Co-Secretaries Amanda Rush Gaydos & Cortney Bagnato, secretaries.poffpto@gmail.com
Co-Event Coordinators Christine Cervi Carlin & Nandry Smith, eventcoordinators.poffpto@gmail.com

**POFF PARENT TEACHER ORGANIZATION
EDUCATIONAL ENRICHMENT FUND/MINI-GRANT REQUEST FORM**

NAME: _____

SUBMISSION DATE: _____

Select Type:

Educational Enrichment Fund _____

(\$100 reserved funding allocated to each classroom/special area teacher – no prior approval needed; Submit this form and receipts for reimbursement)

Mini-Grant _____

(Requests for additional funds once your Educational Enrichment Fund has been depleted – prior PTO approval is mandatory)

Description of item/project:

Detailed Description & Cost Estimate (Please include catalog#, store name, etc., and anything that would be helpful in evaluating the request):

Educational Benefit/Curriculum & Grade Level Supported:

Date this item/project is needed: _____

PTO Review Date: _____

Comments/Questions:

Approved

Denied

Additional information needed

Signature of PTO Board Member: _____

Check#: _____ Date Paid: _____ Remaining EEF Balance: _____