

# Smoky Row Teacher/Staff Grant Request Form 2023-2024

The purpose of Smoky Row Teacher/Staff Grants is to benefit classrooms and/or grade levels for the current school year. These funds are earmarked by the PTO for programs, learning opportunities and/or educational tools that help students learn and/or help teachers and/or staff better help students.

- Please complete this form and attach any documentation that may help the PTO Executive Board better understand your grant request.
- Please submit your completed request to Mrs. Jay for her approval and signature.
- Place the request with Mrs. Jay's signature in the treasurer's mailbox in the PTO office,

All grants need to be voted on by the PTO Executive Board at one of its scheduled meetings this school year.

Please feel free to call or email me with any questions. We appreciate your request and all that you do for the students at SRE!

Sincerely,

Jenny LeVora  
SRE PTO Treasurer  
[jennylevora@gmail.com](mailto:jennylevora@gmail.com) 317-989-0962

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## GRANT REQUEST FORM

Today's Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Grade: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

*This is the confirmed final price.*

*I need to get the final price & this is an estimate.*

Please provide specific details about your grant request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPROVAL:

Principal's Approval: \_\_\_\_\_

Executive Board Approval: \_\_\_\_\_

### PAYMENT DETAILS:

Make check payable to: \_\_\_\_\_

Return check to me, the requester OR  Mail the check to this address:

\_\_\_\_\_

\_\_\_\_\_

*For PTO Treasurer's use only:*

Account _____	Amount \$ _____	Check #: _____	Date: _____
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