

PTA Grant Request

5/24

Grant requests can be presented to the PTA from September through the May PTA meeting.

The PTA has allocated \$1000 for grants September – December, and \$1000 for grants January - May.

All Birch Staff are welcome to request a grant from the PTA.

GRANT FUNDS MUST BE USED IN THE YEAR THEY WERE APPROVED

- Please fill out the information below regarding your request. Email a copy to the PTA or drop it in our mailbox.
- We ask that you please present your request at a PTA meeting, so that people may ask questions if needed. If you are unable to attend a meeting, please discuss your request with a member of the PTA ahead of time. If attending an in-person meeting, please make 10 copies of your request to share with the group.
- All items purchased with funds provided by the Birch Lake PTA shall remain the property of Birch Lake Elementary.
- If the item requested is found to be over the dollar amount requested, Birch PTA will provide a \$20.00 flex. Anything above will be voted on at the next PTA Board meeting.
- Email us with any questions: birchlakeelementarypta@gmail.com

Requester's Name: _____ Position: _____

Dollar amount requested, including shipping (if needed): \$ _____

How many Birch Lake students will benefit from this request? _____

Please describe your request and how it will enrich the curriculum or how it will positively impact Birch Lake students.

Please attach images of what you're looking to purchase.

Reviewed by PTA on: _____ - PTA Members voted to: ☐ Approve Grant Funding ☐ Deny Grant Funding

Grant Amount Awarded: \$ _____ Check Number: _____

Check Issued on: _____ Check issued to: _____

PTA Board Signature 1: _____ Date: _____

PTA Board Signature 2: _____ Date: _____