

September 28, 2024

Dear GHS Faculty Member,

The GHS PTA is excited to support your classroom instruction with funding to provide additional opportunities to your students to enrich their learning experience. We are reaching out to you now to make you aware of procedural changes to our processing which we hope will help us to distribute the funds in an efficient and equitable manner. The instructions below **MUST** be followed to allow for the form, submission process, and governing guidelines to proceed efficiently. **Please read the following information carefully to make sure that your request works its way smoothly through the process as significant changes to the procedure have been made.**

## **GUIDELINES:**

### **TIMELINE**

**Please note that we will consider applications on a rolling basis and will no longer have a fall and spring deadline. Please try to submit applications as soon as possible, however, because we have allocated funds on a semester basis and earlier applications will stand a better chance of being funded.**

- Applications can take up to 2 weeks to be reviewed by the Curriculum Enrichment Committee
- You will be notified via email of any questions we might have, and whether or not the request is approved in full or partially.
- We encourage teachers to work together to maximize equity of opportunities to students where possible and curriculum appropriate.
- **EVENT CANCELLATION** - Please check event cancellation policies carefully. Do NOT pre-purchase tickets to events. We cannot guarantee approval or availability of funds.

### **FUNDING CRITERIA**

- The GHS PTA has allocated funding for Curriculum Enrichment (CE) in the 2024-2025 GHS PTA budget, which provides supplementary funding for:
  - Field trips
  - Speakers
  - Performances
  - Workshops
  - Other curriculum related and school sponsored activities.

- GHS PTA CE **does not** fund:
  - **Meals** for students during an event or trip.
  - Expenses that exceed **\$45 per student per event**. The full cost of the event/experience may exceed \$45 per student, but GHS PTA CE funding cannot exceed \$45 per student.
  - Locations within 50 miles of GHS should use yellow school buses for contracting transportation.
  
- Every student is required to contribute toward the cost of the event.
  - Student contributions are set at a **minimum of \$5**.
  - The PTA provides separate financial assistance through its Outreach Program for students with financial need. Students should see their guidance counselor for specific procedures.
  - Events that are school-wide offerings or virtual may be considered by the GHS PTA to allow for elimination of a student contribution.
  
- Documentation confirming the costs involved in providing the experience is required when submitting the request. Requests will NOT be considered until all supporting documentation has been submitted to the GHS PTA Curriculum Enrichment Chair.
  - CE Form must be submitted with ALL corresponding invoices.
  - An invoice from the provider of the service, program or event for the full amount they are charging for the service, program or event must be submitted.
  - There must be an Invoice for EACH vendor (place of interest, transportation).
  - A URL link to a website including program, event, or service costs **CANNOT** be accepted.
  - Consult with the GHS PTA CE Chair if you have any questions regarding this element.
  - Documentation should be uploaded directly into the google form as instructed:
    - Scan the material. Upload the pdf.
    - Take a photo of the materials with your phone. Upload the jpg.
    - Upload the file that was sent to you by the vendor.
    - **Rename EACH additional file (Invoices) with your Trip Name, i.e, LesMis1, LesMis2, LesMis3**

### **FORM SUBMISSION & APPROVAL**

- The **google form** is available via this link - [CURRICULUM ENRICHMENT REQUEST FORM](#) and on the GHS website via the PTA **FORMS** tab. A copy of this letter is available as an active link on that web page as well. Note that this google form is new and updated for 2024-2025 and we cannot process applications made with the google doc form that was used in previous years.
- The Curriculum Enrichment Request Form is a google form that can be completed on any computer with a web browser. This includes all computers at GHS.
- Your request should also include all necessary supporting documentation as described in the guidelines section above.
- Once you submit the form, you will receive a confirmation email with the copy of the form for your records. You are able to revise the form as needed (if you need to make modifications to it, or you have been requested by the Curriculum Enrichment Chair to make changes).

- **When you received the confirmation email with the copy of the form, please forward that email to your Department Head for approval.**
- Once approved, the Department Head will forward the email to the Curriculum Enrichment Chair at [Curriculum.Enrichment@ghspta.org](mailto:Curriculum.Enrichment@ghspta.org). We will confirm receipt of the request by email to the faculty member and the Department Head.
- **We will send a second, separate email including approval of the request to the faculty member submitting the form and copy the Department Head.**

#### **CE APPROVAL**

- Applicants of approved requests will receive a check from the GHS PTA Treasurer.
  - Checks can only be written payable to **“GHS”** for the amount approved.
  - Applicants should deposit the checks with the GHS Account Clerk who will cut the check to the vendor(s).

Please feel free to contact me if you have any questions. We look forward to working with you throughout the school year to provide GHS students with extraordinary opportunities for curriculum enrichment.

Best regards,

Min Kim

**GHS PTA Curriculum Enrichment Coordinator**

[Curriculum.Enrichment@ghspta.org](mailto:Curriculum.Enrichment@ghspta.org)