

2015-16 PTSO FUNDS REQUEST

Name: _____ Amount Requested: \$ _____

Best way to contact you? School Ext: _____ Email: _____

Building: _____ Grade / Program: _____

Date Submitted: _____ Date Needed: (no ASAP's please) _____

_____ **Mini-Grant** [\$100 maximum] (*Receipt required)

_____ **Maxi-Grant** [over \$100] (*Any request over \$1000.00 must be presented to PTSO Executive Committee *in person*)

Building Principal's Review: Approved: _____ Date: _____
Denied: _____ Date: _____

Item(s) requested: _____

Any related charges (i.e. shipping) _____ Total cost: _____

Explanation of intended use (How many students will benefit, impact to curriculum, etc.):

Any other resource avenues pursued? (Ex.: Arts in Ed, RSF, Grants, etc.) _____

*****Submission Deadlines for 2015-2016: Sept 25, 2015
January 22nd, 2016
April 8th, 2016**

Please see **the REVERSE SIDE** for the "Submission and Approval Process". There are many variables in place, so please be advised it may take up to **4-6 weeks** to process your request. Also be advised that the Executive Committee sometimes approves only a portion of the total request. We make every attempt to expedite all requests, but we do ask for your patience. Thank You!

PTSO TEACHER GRANTS

SUBMISSION AND APPROVAL PROCESS

2015-16 Submission Deadlines:

September 25

January 22

April 8

The PTSO encourages Teachers to apply for both Mini (under\$100) and Maxi (over \$100) Grants at any time during the school year. Please allow **4-6 weeks** from the above dates for approval and fund availability. To apply, please complete the Funds Request form, have it approved by the building principal, and submit it to the PTSO.

Here is how the grant process works:

1. Once the Request is approved by the building Principal, the PTSO Executive Committee discusses the Grant Request and either approves, denies or seeks additional information. Approval of grant funding is based upon many factors, including: availability of funds, the number of students served, adherence to school policies, and enhancement of curriculum, as well as regulations such as fire codes, etc. The “approved” grant request is then submitted to the RCSD School Board for review and approval of the receipt of said funds. (Since the School Board meets only biweekly, there may be some lag time between the date of submission and the Board approval).
2. The School Board then notifies the PTSO of its decision, whereby the PTSO remits the approved funds to the RCSD via the Business Office.
3. At that time, the PTSO Treasurer will contact you regarding the outcome, and you may receive the funds from the RCSD Business office.

*****All funds are paid through the RCSD Business Office*****

- **For reimbursement** of items you are paying for yourself , you must first obtain a P.O (purchase order) from the Business Office. Then you can submit your receipt to Christine Natoli in the Business Office.
- To order an item, you must go through Christine Natoli in the Business Office to create a P.O. (Purchase Order).
- If you have any questions, please call Debbi Mimoso, Treasurer, at 871-4849 or Janet Sistare, President, at 698-0362.

Thank you!