

Burnt Mills Elementary School PTA



2018 - 2019 Staff Funding Request Form

The BMES PTA welcomes applications from BMES teachers and other staff to help augment the quality of education and school learning environment for our students. For the 2018-2019 school year, the PTA is encouraging staff to submit this form if they would like financial assistance with the following:

- Mini grants for teachers or grade levels (reimbursement for school/classroom materials)

Submission Criteria:

- Requesting teacher/staff must be an active PTA member
- Request should benefit the grade level

If you are interested in applying for these funds, please complete the following steps:

1. Please complete this form and email it to bmespta5@gmail.com. Requests will only be considered from active PTA members.
 2. The PTA Board will consider all requests and fund projects based on the budget allotment for the 2018-2019 year (**requests up to \$200 per staff member per year up to \$1,200**). Funding is available on a first come first serve basis.
 3. A board representative will inform the staff member of the approval or denial of the application within two weeks of receipt of the request form – please allow sufficient time for consideration of your request! A reimbursement check will be made payable to the staff member for the approved expenses once the receipts/adequate documentation of the expenses incurred are submitted to the PTA (email to bmespta5@gmail.com).
 4. If you need further information, please contact any of the PTA board members (contact information on PTA website).
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Date of Request: _____

Brief description of how you want to use the funds. Attach any other documentation (e.g. list of items you want to purchase for the classroom, etc.) you feel will be beneficial in helping the PTA understand your request.

Total Funding Amount Requested: _____

If applicable, provide a breakdown of costs

Estimate on number of students who will benefit from this funding: _____

If applicable, please provide other funding sources that you may be able to use if the funding needed is above the \$200 PTA budget:

Applicant name: _____

Position: _____

Email address: _____

Applicant Signature _____ Date _____

For PTA Use Only

Received by/date _____ ***Review date/Initials*** _____

Approval date _____ ***Amount Approved*** _____ ***Restrictions:*** _____

Date Declined _____ ***Reason:*** _____

PTA Budget Category: _____

President Signature _____ ***Treasurer Signature*** _____

Date Recipient(s) notified: _____ ***Check date*** _____ ***Check #*** _____