

IHS PTSA Teacher Grants Information and Form

Each full time teacher, specialist, counselor, and librarian is eligible for a \$100 grant from the I H S PTSA for the school year. Each part time teacher is eligible for a \$50 grant. Part time is defined as .6 or less, teaching 3 or fewer classes per day at I H S. The total funds available for the school year are \$4000.

Guidelines:

- Grants are given out on a first come-first served basis
- Items(s) purchased must enhance classroom and student learning
- Teachers are encouraged to pool grant money to purchase higher priced items
- If you have questions about the appropriateness of the item you wish to purchase, please contact Cathie Foote who will work with the PTSA and administration to make a determination
- Forms for reimbursement can be submitted at any time during the school year, but must be submitted prior to May 1st
- You may make multiple submissions throughout the school year, but will only be reimbursed up to the total grant maximum (noted above) for the year.

Procedures:

- Fill out the staff grant form
- Attach your receipt(s) and submit the form to the Cathie Foote, for processing
- Once approved, the check will be issued through an IHS fund set-up annually by the PTSA
- Unspent funds after the May 1st deadline may be reassigned by the PTSA late in spring

Complete this form:

Name(s): _____

Amount Requested: _____

Purpose: _____

Signature: _____

Principal's Signature/ approval: _____

Please attach receipts(s)

(For School/PTSA use only)

Check Number: _____ Check Date: _____ Check Amount: _____