



## **PTSO Teacher Grant Fund**

The PTSO Board approved the creation of a one time fund of \$10,000 by vote and approval on October 12, 2021. This fund is singular in nature and there is no assurance that the fund will be able to be replenished. Availability of the funds will be based on the use of standardized procedures and applications, described below.

Procedures for Application:

### **1. Discuss request with Department Chair and then with assigned Senior Administrator**

Since the PTSO is not involved with the day to day operations of the school, these two preliminary discussions will ensure the appropriateness of the request, ensure that there isn't a more cost effective way to procure the item(s), and ensure that there isn't already a reasonable process in place for obtaining the request through existing school resources.

### **2. Request Teacher Grant Application**

Send an email to the PTSO ([emhsptso@gmail.com](mailto:emhsptso@gmail.com)) requesting the grant application. Please put a brief descriptor of the grant request in the memo line and cc both the department chair and assigned senior administrator consulted. The PTSO will email you the link to a Teacher Grant Application. It will be a Google Form.

### **3. Complete the Teacher Grant Application**

Completion of the Google Form will automatically send your request to the PTSO. The PTSO will email you back letting you know we received your request, what additional questions we may have, and a potential timeline for our response.

### **4. If Funds Can Be Distributed:**

The PTSO will work with the applicant to determine whether the PTSO will pay for the request directly to the vendor or whether PTSO will reimburse the applicant for their personal expenditures.

**Any questions? Email the PTSO at [emhsptso@gmail.com](mailto:emhsptso@gmail.com)**