



GUIDELINES FOR SPENDING PTA GRANT MONEY

Grant guidelines are appropriate for an organization that is held accountable to the parents and school community for the responsible expenditure of their money. The PTA board has allotted money for elementary Teacher Grants for use during the current academic year. The teachers are required to make a formal written request to the PTA board before he/she has access to these grant funds. The formal request should include how the money will be used and how it will benefit the students. Funds are then allocated through mutual discussion, with the final decision voted on by the PTA Board. The PTA shall grant monies once per academic year per teacher.

What are appropriate uses of PTA funds?

1. Funds should benefit the children of the school.
2. Funds should be used to promote student-oriented programs and further education that benefits the health, safety, education and welfare of children.
3. Approved uses of funds should follow the mission and purposes of the PTA.
4. When purchasing items for the school, the funds must be spent according to an approved budget, and the school must provide a purchase order, invoice or receipt.
5. It is the fiscal responsibility of the school system or district to provide for the curriculum and infrastructure needs of the students. PTA funds should never be used to provide curriculum materials, only support or enrichment items.

PTA's vision is making every child's potential a reality. PTA's mission is to be:

- A powerful voice for all children,
- A relevant resource for families and communities, and
- A strong advocate for the education and well-being of every child.

PTA's purposes, or historical goals are as follows:

- To promote the welfare of the children and youth in home, school, community and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

3. Will these funds impact students as a whole in your building? Explain. YES NO

4. Explain the longevity of this project ie. one time or repeated opportunity for children. Will this one time grant affect not only this year but future years?

6. Are you a member of the DeWitt Elementary PTA? YES or NO

5. Identify any additional sources of funding you've received or are seeking.

FORWARD REQUEST & APPROPRIATE PURCHASE ORDER, INVOICE, OR RECEIPT TO:

- 1. PTA mailbox in your building
- 2. Email to ptadewitt@yahoo.com
- 3. DeWitt Elementary PTA, PO Box 695, DeWitt, MI 48820

Your request will be considered at the next scheduled PTA Board meeting.

<input type="checkbox"/> Request approved <input type="checkbox"/> Pending, addt'l info. required <input type="checkbox"/> Denied
PTA Executive Board Member Signature & Date: _____