**DeWitt Elementary**



**GUIDELINES FOR PTA TEACHER GRANTS FOR THE 2014-2015 SCHOOL YEAR**

The DeWitt Elementary PTA is a school-supported organization that is held accountable to the parents and the community for the responsible expenditure of their money. Money has been set aside to provide grants to elementary teachers (Preschool-6th grade) to enhance school curriculum and provide creative, unique experiences for the students. The grant requirements include:

1. Applicant MUST be a DeWitt Elementary PTA member;
2. A formal and complete request to the PTA Board must include how the money will be used and how it will directly benefit students;
3. 2014-2015 deadlines: **Friday,** **October 24, 2014**. A second deadline date of **Friday, January 23, 2015** may be utilized if funds remain available;
4. Teachers may receive grant money only once per academic year, but may apply more than once per year if the first request is denied;
5. Monies are to be used during the current academic year;
6. The teacher must provide a purchase order, invoice or receipt before funds can be dispersed.
7. Requests for technology may be subject to a dollar amount limit.

Requests are reviewed by the Teacher Grant Committee and forwarded to the DeWitt Elementary PTA Board for final approval. Grant requests will be discussed at the November 18, 2014 and February 17, 2015 PTA Board meetings. The final decision will be communicated to the teachers via email.

What are appropriate uses of PTA funds?

1. Funds should benefit the children of the school.
2. Funds should be used to enhance and support the curriculum. It is the fiscal responsibility of the school system to provide for the curriculum and infrastructure needs of the students.
3. Funds should be used to promote student-oriented programs and further education that benefits the health, safety, education and welfare of children.
4. Approved uses of funds should follow the mission and purposes of the PTA.

*PTA’s mission, vision and 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 and 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.*