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|  | THORSON PTO GRANT OVERVIEW  Thorson Elementary 2021-2022  **PTO MEETINGS – 2nd MONDAY OF THE MONTH, IMC, 7 PM**  ***Please join us. You are the PTO.***  ***www.thorsonpto.org***  ***https://www.facebook.com/ThorsonPTO/*** |



TO: Thorson Teachers

FROM: PTO

DATE: 7/8/2021

RE: Process for PTO Grant Requests

Recognizing that it may not be practical to attend the PTO meetings and that not all teachers feel comfortable making an in-person request, the PTO will continue a written grant request process for the 2021-2022 school year. The goal is to continue to streamline the funding process and enable more teachers to get financial support.

Grant requests will be reviewed three times a year. They must be submitted by October 1, January 1, and April 1. The request will be presented at that month’s PTO meeting. For example, any grants requested by October 1 will be presented and voted on at October’s PTO meeting.

Requests should be submitted via email to Rebecca Baker, Chairperson of the PTO Grant Committee at [rsbaker4@gmail.com](mailto:rsbaker4@gmail.com) by the deadline. Rebecca will send all requests to Mrs. Little for review. Once Mrs. Little approves, the request will be put on the agenda for the applicable PTO meeting. It is our hope that if the request is made by the teacher and supported by the administration, that it will be met with strong support from the PTO members.

Grant approval is dependent on available PTO funds. For the 2019-2020 school year, there were well over $4K dollars approved for grant requests submitted and the committee had set a $5K limit for the year. Given the uncertainty around whether the PTO will be able to continue its traditional fundraising activities due to the ongoing global pandemic situation, the PTO may need to limit the number of requests granted accordingly. We hope everyone understands.

If you have any questions or suggestions on how to improve the grant process, we strongly encourage you to reach out to Rebecca Baker or a PTO Board Member:

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| Michelle Sauer (President)  [michellelsauer@gmail.com](mailto:michellelsauer@gmail.com)  414-628-4723 | Karin Martino (VP)  [karin@martino.cc](mailto:karin@martino.cc)  262-707-0948 |
| Lindsay LaBlonde (Secretary)  [lindsaylablonde@gmail.com](mailto:lindsaylablonde@gmail.com)  262-853-6357 | Michael Anderson (Treasurer)  [m.anderson.uwm@gmail.com](mailto:m.anderson.uwm@gmail.com)  262-305-5893 |

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|  | THORSON PTO GRANT REQUEST  Thorson Elementary 2021-2022  **PTO MEETINGS – 2nd MONDAY OF THE MONTH, IMC, 7 PM**  ***Please join us. You are the PTO.***  ***www.thorsonpto.org***  ***https://www.facebook.com/ThorsonPTO/*** |



The purpose of the Thorson PTO Grant Request is to provide partial or full funding for a special project, learning concept, or training session that is to be used within a specific classroom or as part of a school-wide initiative.

A grant should be requested when no other district funds or funds from other sources have been allocated for the subject of the request or when such allocation is insufficient for full funding.

Examples:

* Specific supplies needed by teacher or students for a special project
* Equipment or manipulative needed for a specific learning concept
* In-room resource material

Requirements:

1. Grant application should first be submitted to the Grant Request Committee Chair ([rsbaker4@gmail.com](mailto:rsbaker4@gmail.com)) by application deadline.
2. All applications will be sent to Thorson Principal for approval prior to being reviewed by PTO Grant Request committee (Grant Request Committee Chair will send to Thorson Principal).
3. Once the PTO Board & Grant Request Committee has reviewed the grant request and request has been voted upon during the PTO meeting, the requestor will be notified of the results.
4. Requestor will be responsible for procuring supplies/resources and then providing an invoice to the PTO for direct payment. In the case the dollar amount prevents the teacher from procuring the items directly, teachers can check out the district purchasing card to purchase the items and then the district will submit an invoice to the Thorson PTO for reimbursement. Note that the purchasing card can ONLY be used for items approved by the PTO. Be advised that certain items (e.g., technology-related items) may be subject to procurement through the district. Any grant equal to or greater than $500 must also be submitted to the district for approval.
5. Only original receipts will be accepted for purposes of reimbursement. PTO reimbursement forms are available in the office and on the PTO website.
6. Items must be purchased within 3 months of approval, otherwise the PTO will take the funds allocated back into the general account.
7. Any materials or resources obtained through PTO grant funding will remain the property of Thorson Elementary.
8. All grant requests must be submitted by October 1, January 1, and April 1.
9. All grants are subject to the availability of PTO funds.

THORSON PTO GRANT APPLICATION

Applicant’s Name Date

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe your request:

2. What is the need or purpose of the request?

3. What is the cost?

4. Is it a one-time expense? \_\_\_\_\_Yes \_\_\_\_ No

5. Are there any annual fees or future maintenance costs anticipated? \_\_\_\_\_ Yes \_\_\_\_\_No

If so, what are those costs? How frequently will they be incurred – e.g. monthly, annually, periodically?

6. Has any other funding been provided by any other source? \_\_\_\_\_Yes \_\_\_\_\_ No

If so, what is that amount?

7. Who will be impacted by this initiative? Is it grade-specific? Is it school-wide?

8. Please provide any other relevant information not requested above.

For use by PTO Board/Administration:

PTO Signature:

Approval Denial Date

Reason for De

Principal Signature:

Approved Denied Date

Reason for Denial: