



## THORSON PTO GRANT OVERVIEW

Thorson Elementary 2024-2025

PTO MEETINGS – 2<sup>nd</sup> MONDAY OF THE MONTH, IMC, 7 PM

*Please join us. You are the PTO.*

[www.thorsonpto.org](http://www.thorsonpto.org)

<https://www.facebook.com/ThorsonPTO/>

---

TO: Thorson Teachers and Staff  
FROM: PTO  
DATE: 9/1/2024  
RE: Process for PTO Grant Requests

Recognizing that it may not be practical to attend the PTO meetings and that not all teachers/staff feel comfortable making an in-person request, the PTO will continue a written grant request process for the 2024-2025 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 15, or April 15. **Please note that there will be no exceptions made to these submission deadlines.** If a request is submitted after the submission date, it will be reviewed during the following cycle. Each request will be presented at the PTO meeting that follows the submission date. See below:

- requests submitted by October 1 will be presented and voted on during October's PTO meeting
- requests submitted by Jan 15 will be presented and voted on during February's PTO meeting
- requests submitted by April 15 will be presented and voted on during May'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 Mr. Ruff for review. Once Mr. Ruff 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/staff member 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. This year, the PTO Board and Grant Committee has set a \$5,000 limit for the year.

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. A full list of board members can be found on the PTO website.

Bonnie Wehby (Co-President)  
[bonnielkitt@yahoo.com](mailto:bonnielkitt@yahoo.com)  
850-368-6963

Lori Storvik (Co-President)  
[lori.storvik@gmail.com](mailto:lori.storvik@gmail.com)  
262-352-1032

Rebecca Baker (Grant Committee)  
[rsbaker4@gmail.com](mailto:rsbaker4@gmail.com)  
773-612-0051



# THORSON PTO GRANT REQUEST

Thorson Elementary 2024-2025

PTO MEETINGS – 2<sup>nd</sup> MONDAY OF THE MONTH, IMC, 7 PM

*Please join us. You are the PTO.*

[www.thorsonpto.org](http://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 \$1000 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 15, and April 15. Requests submitted after these dates will be considered during the next cycle.
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: