

WYANDOT ELEMENTARY PTO GRANT REQUEST POLICY

The Wyandot Elementary PTO is committed to enhancing the Wyandot students' education and experience. The PTO will entertain grant requests from teachers, other Wyandot staff members, parents or anyone affiliated with Wyandot.

All grant requests should first be submitted to the Wyandot Elementary Principal for his/her approval. Once the grant request has been approved by the Principal, the PTO will consider the request based on, but not limited to, the following criteria:

- (1) How the grant would enhance the students' education and experience;
- (2) How many students would benefit from the grant; and
- (3) The cost of the grant and the funds available to PTO.

It is the goal of the PTO to consider any grant request of less than \$200.00 in a timely manner. It is the preference of the PTO to discuss the grant requests at the monthly PTO meetings and take a vote of those PTO members in attendance. We encourage that a request be submitted with as much notice as possible. If the timing of the request does not permit review at the monthly meeting, the PTO Cabinet Members will make the decision to allow or deny the request. A majority vote is necessary in either situation to award a grant request.

Grant requests over \$200.00 will be reviewed twice a year by the PTO. Deadlines for submission will be November 1 and March 1. The PTO will review the request at the November and March meetings consistent with the criteria outlined above.

Once the Grant is approved, the requestor may request the PTO make payment directly, or the requester may make payment and submit receipt(s) for reimbursement.

If you have any questions, please contact the Wyandot PTO at wyandotelementarypto@gmail.com.

WYANDOT ELEMENTARY PTO GRANT REQUEST

Name of Requestor: _____

Contact number: _____ Email: _____

Amount of funds requested: _____ (if applicable, please attach all invoices or other documentation showing cost)

Estimated Number of Students benefited from this request: _____

Description and cost of how funds will be used:

How will the grant help impact students learning at Wyandot?

Approved:

On behalf of Wyandot Elementary

Rena Schwartz, Principal

Date

On behalf of Wyandot Elementary PTO

Printed Name: _____

Date

Title: _____

Check Number: _____ Date: _____