



Ravensworth Elementary School 2019-20 PTA Teacher Grant Request

The Ravensworth PTA is pleased to be able to offer grants to PTA member teachers again this year. These grants support and enhance student learning by providing funding for the purchase of classroom educational material(s) that are not part of the school budget. For the 2019-2020 school year, the maximum grant amount for full-time teachers is \$200.00. Part-time teachers may request up to \$100.00. Grants are funded only when PTA funds are available; therefore teachers are encouraged to submit requests well in advance of the deadline on April 5, 2020. Grant requests are subject to approval by the PTA. Incomplete requests will be returned.

To be eligible for the grant, the request must meet the following criteria:

- **You must have joined the PTA prior to December 31, 2019.**
- The request is for educational material(s) for your classroom/curriculum/students.
- The materials will directly benefit the students of RES during the 2019-2020 school year.
- Original receipts are included with request.
- The request form is completed in full and submitted to the RES PTA Treasurer.
- Request is submitted to the PTA prior to the **deadline of April 5, 2020.**

PLEASE COMPLETE AND SUBMIT THE FOLLOWING:

Teacher Name: _____

EMAIL: _____

Date: _____ Grade/Department: _____

Purpose for Request: _____

Description of Purchase:

Date:	Description	Amount
	Total:	

For use by Treasurer

Check Number: _____ Date: _____ Expense Category: _____

Verified by: _____ Treasurer: _____

ALL PTA RECORDS AUDITED ON AN ANNUAL BASIS