Terraset Elementary School

PTA

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TERRASET PTA
TEACHER MINI-GRANTS

The PTA at Terraset is pleased to again offer mini-grants. This simple process is designed to encourage teachers to request funds that will enhance student enrichment. These grants will be presented for vote on a first-come basis until funds are depleted.

Process:

1) Fill out the form below.
2) Submit to Principal for review.
3) Put in box for PTA mini-grant administrator.
4) The request will be presented and voted on at the next PTA meeting (generally the first Tuesday of the month).
5) You will be notified of the voting results after the meeting.
6) Funds will be transferred to Terraset for your use.
7) Receipts will be required as documentation for the grant for our audit purposes.

PLEASE COMPLETE THE FOLLOWING INFORMATION

Person Requesting Grant: _____

Department or Grade: _____

Amount Requested: $_____ Date Needed: _____

Describe the project and how it will benefit the school/students:

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Reviewed by Principal: _____

Last Updated 9/13/2011