

**Hiteon PTC 2013-14 Grant Application Form**

The Hiteon Parent Teacher Club has approved a Grant Fund to be used by the teachers and staff at Hiteon. Per our By-Laws the purpose of the PTC is to promote the education of students, enrich school opportunities and promote positive interaction between teachers, parents and students. This Grant Fund is an additional way the PTC helps fulfill our purpose at Hiteon. The following guidelines will be followed when making a decision to grant monies.

- Applications are taken on a first come, first serve basis.
- There is a limit of \$500 per grant.
- Grant money must be used to benefit as many students at Hiteon as possible.
- The Grant requests will be presented for consideration at the PTC Board Mtg. following the submission date of the request. *Please refer to the school calendar for dates.*
- Monies will be issued upon presentation of a purchase order, receipt for proof of purchase or other documentation providing proof of purchase or order.

**Please complete the following information:**

**Amount Requesting:** \$ \_\_\_\_\_

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of Grant Request Item:**

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**How will the item benefit the students at Hiteon?**

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**Principal's Signature:** \_\_\_\_\_

*Please return signed form to the PTC President's box located in the PTC Office.*

**THANK YOU!**



*For PTC use only: Approved/No Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_*