

**Hiteon PTC 2015-2016 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. The Grant Fund is an additional way the PTC helps fulfill our purpose at Hiteon. **Final day of submission: May 13, 2016**

## Guidelines:

- Applications are taken on a first come, first serve basis.
- Requests can be made by individual staff or on behalf of an entire grade level.
- Grant money must be used to benefit as many students at Hiteon as possible.
- Grant money is not intended for staff continuing education or workshops.

## Process:

- Grant requests must be filled out in completion and have the signature and date of approval by the school Principal.
- Grant requests will be reviewed by the PTC board, following the Principal approval date.
- Monies will be issued upon presentation of a purchase order, receipt for proof of purchase or other documentation providing proof of purchase. Purchase must be made prior to reimbursement.

**Please complete the following information:**

Amount Requesting: \$ \_\_\_\_\_ Reimbursement Payable to: \_\_\_\_\_

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

**Description of Grant Request:**


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


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Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return signed form (including receipts if available) to the PTC President's box located in the PTC Office*PTC review status: *Approved / Not Approved*Decision made via: *PTC Meeting / Email Approval*

PTC Signature: \_\_\_\_\_ Decision Date: \_\_\_\_\_ Amount Approved: \_\_\_\_\_

Notes: \_\_\_\_\_

Grant Paid/Completed: Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Payee Name: \_\_\_\_\_ Notes: \_\_\_\_\_

**\*Items purchased through the Grant process are intended to stay at Hiteon Elementary School.**