

Hiteon PTC 2021 - 2022 Grant Fund Application Form

The Hiteon Parent Teacher Club (PTC) 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 6, 2022**

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:

How will the item benefit the students at Hiteon?

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 / E-mail Approval

PTC Signature: _____ Decision Date: ____/____/____ Amount Approved: \$ _____

Notes: _____

Grant Paid/Completed on: ____/____/____ Amount: \$ _____ Check #: _____

Payee Name: _____

Notes: _____

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