

Hiteon PTC 2023 - 2024 Grant Fund Application

The Hiteon Parent Teacher Club (PTC) has approved a Grant Fund to be used by the Teachers and Staff at Hiteon Elementary. 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, guardians, and students. The Grant Fund is an additional way the PTC helps fulfill our purpose at Hiteon Elementary School.

Final day of submission: **May 3, 2024**

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. Please include any applicable back-up documentation.
- Grant requests will be reviewed by the PTC board, following the Principal's 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 Signature: _____ Date: _____

Please return the signed form (including receipts if available) to the PTC box in the Mail Room. Thank you!

PTC Use Only

PTC Review Status: Approved
 Not Approved

Decision Made Via: PTC Meeting
 Email Approval

Amount Approved: \$ _____

Decision Date: _____

Grant Paid/Completed On: _____

Payee Name: _____

Check #: _____

Amount: \$ _____

Notes: _____

PTC Signature: _____

Date: _____

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