

## Hiteon PTC 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 15th**

### 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:

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How will the item benefit the students at Hiteon?

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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.*