



GRANT PROCESS

Have something fun that you want for our school or your classroom? Apply for a grant!

Examples:

- Games that support a learning event
- Books, puzzles for the classroom
- Garden Equipment
- Field Trips

Process:

- 1) Fill out the grant form (located in the front office) and get Ms. Bookey's signature!
- 2) Make 3 copies (one for you, one for Heidi, one for PTSA).
- 3) Put one copy of the form in the PTSA mailbox.
- 4) Grants will be reviewed every month at the PTSA meeting (3rd week of the month).
- 5) Approvals (yes or no) will be shared right after the meeting by the PTSA teacher rep (currently Christie Isler). If Christie is not available at the meeting, Lauren Hubler will notify the teacher.
- 6) Heidi should be CC'd on the approvals.
- 7) Heidi will support teachers in ordering materials requested but it is the teacher's responsibility to make sure the grant is acted upon.
- 8) Receipts **MUST** be turned into Heidi for reimbursement.
- 9) Heidi will send receipts to the PTSA.
- 10) PTSA will reimburse Carnation Elementary.