

# NORTHERN HIGH PTSO GRANT REQUEST FORM

For NHS Staff to Request Grants from Northern High PTSO for school classroom or sports purposes

DATE: \_\_\_\_\_ STAFF MEMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CLUB/CLASS/SPORT \_\_\_\_\_

BRIEF DESCRIPTION ABOUT CLUB/CLASS/SPORT \_\_\_\_\_

REQUESTED AMOUNT (MAX \$100): \$ \_\_\_\_\_

ITEM(S) REQUESTED: \_\_\_\_\_

ITEM WEBSITE: \_\_\_\_\_

DESCRIPTION OF ITEM, HOW IT WILL BE USED TO BENEFIT THE CLUB/CLASS/SPORT, AND ANY OTHER INFORMATION THAT MAY BE HELPFUL FOR THE PTSO BOARD TO MAKE ITS DECISION:

**Procedure:**

- Please drop off this completed form to the PTSO mailbox in the NHS front office
- Attach an **original receipt** for reimbursement if already purchased.
- The PTSO Board will review your grant request at its next monthly meeting. Meetings are held the second Monday of the month.
- Grants are only awarded to Staff Members who are current NHS PTSO Members. Membership applications can be found on the NHS school website and on the bulletin board in the staff lounge. Membership fee is \$5.
- The maximum grant amount is \$100.00 per grant request
- If your grant request is approved, the PTSO treasurer will notify you.
- Submit the receipt (or have the school finance secretary submit) as proof of purchase and the PTSO will reimburse the appropriate party.

FOR NHS PTSO USE ONLY		
Rcv'd Date: _____	Rcv'd By: _____	
Grant: Accepted	Denied	Amt. Granted : _____
Receipt Rcv'd Date : _____	PTSO Check #: _____	Date : _____
Current PTSO Member: YES / NO	Rcv'd Grant Previous Year: YES/NO	
Comments: _____		
_____		