

**Steinbrenner High School
PTSA Teacher Grants
Request for Funds**

[You MUST be a member of the PTSA in order to receive a teacher grant]

STEP #1

State the purpose of your request:

(Please attach any supporting evidence/documentation to this application.)

Teacher submitting request: _____
(print name)

Signature: _____

Total amount requested: _____

Date of request: _____

Department Signature: _____

STEP #2

Ms. King's approval to present to the PTSA board _____

STEP #3

Ms. King will route the request to the PTSA and/or Faculty Representative. If a presentation to the board is necessary, the teacher will be contacted.

This form needs to be completed by the 15th of each month in order for the request to be considered at the next PTSA monthly meeting.

STEP #4

PTSA action

Approved _____ **Tabled** _____ **Not approved** _____

Signature of responsible board member _____

Date : _____