

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.)

- How many students will this grant benefit? _____
- Will this grant benefit students for more than 1 school year? Yes No (Circle one)
- Have you researched multiple pricing options? Yes No (Circle one)

Name of teacher submitting request: _____

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 1st 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 : _____