

**PARK FOREST MIDDLE SCHOOL  
P.T.S.O. MINI-GRANT APPLICATION**

The Parent/Teacher/Student Organization of the Park Forest Middle School realizes there are many clubs and activities in the school that benefit the student body. The PTSO also realizes that some of the groups are unable to do all they would like because of financial considerations. We also realize that there are enrichment activities and materials beyond the scope of classroom and department budgets that are extremely worthwhile. In an attempt to help alleviate this problem, the PTSO will provide monetary grants to deserving teachers, teams, clubs and activities.

Due to limited resources and a desire to fund as many requests as possible, a \$50-\$100 limit is suggested per request. PTSO will, of course, consider requests for larger amounts, especially if larger numbers of students are involved or the request results in a permanent benefit to the school. **Please be present at the PTSO meeting if your grant request is \$100 or greater.**

TEAM/STUDENT ACTIVITY: \_\_\_\_\_

TEACHER/ADVISOR: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_ **State College Area School District Only**

DATE OF REQUEST \_\_\_\_\_

Amount Requested\*\* \$\_\_\_\_\_ Approximate # of students served \_\_\_\_\_

\*\*Grant must be awarded at a PTSO meeting before purchases are made. All PTSO checks must be made payable to SCASD. **NEW PROCEDURE:** After grant/budget line items approved at a PTSO meeting, staff member must use your team/department funds to buy items needed to fulfill your grant/budget line items. After you made your purchases (tax exempt) scan your receipts using PawPrints to Pat Weaver, Treasurer at [pweaver111@comcast.net](mailto:pweaver111@comcast.net). After receipts received, PTSO treasurer will write a check to PFMS reimbursing your team/department for your grant/budget line item purchases.

Will materials purchased be reused in the future? YES \_\_\_\_\_ NO \_\_\_\_\_

Does your group have other sources of funds? YES \_\_\_\_\_ NO \_\_\_\_\_  
(If this is a classroom/curricular activity, have you asked administration first?)

Describe briefly how your organization would use the funds requested. This description should explain how the funds would benefit the students.

**Applicant's Signature:** \_\_\_\_\_

**My signature indicates that I will use the funds as intended above and I will follow all procedures on this form.**

**PFMS Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The PTSO requests that your team/department submit a brief description of how the PTSO funds were used for review before the May 2016 PTSO meeting. **You must provide** a detail summary of exactly what you purchased, amount paid for each purchased item and how you used the PTSO mini-grant money to better the students. You must send Pat Weaver, PTSO Treasurer ([pweaver111@comcast.com](mailto:pweaver111@comcast.com)) the above requested information. Revised 08/15