EMERSON PTO STAFF GRANT GUIDE

-Major staff grants requests (more than $100) should be submitted to Principal Kose at least two weeks prior to the November PTO meeting and the February PTO meeting.

-Minor staff grants (under $100) can be considered any time.

-For the 2016/2017 academic year, the PTO budget for staff grants is $1,500. As a general rule, the PTO will not exceed the budget that is set. Once all funds have been distributed, the PTO will not consider additional requests.

-The PTO will continue to use the current rubric to aid in making staff grant decisions. This rubric, along with staff grant forms and the current PTO budget can be found on our website. [www.emersonelementarypto.org](file:///C:\Users\Amy\Downloads\emersonelementarypto.org)

-Once a staff member’s grant has been approved, a check is written directly to Emerson Elementary. The Emerson PTO treasurer gives the check to the school secretary with a copy of the approved grant. The school secretary works with the staff member to order and make payment.

-In addition to the staff grant process, there are two additional opportunities for the PTO and parents to help our teachers and staff.

1. The PTO will publish an online wish list of items that each teacher is interested in obtaining for the classroom that cannot be obtained through normal school funding (recommended up to $50). Parents and other community members will then have the option of donating the requested items directly to the classrooms. Teachers should e-mail the PTO at [emersonelempto@gmail.com](mailto:emersonelempto@gmail.com) to post an item on this wish list.

2. In addition, the PTO will set up a fund for that allows teachers to receive reimbursement for supplies. Teachers will again submit a receipt directly to the school secretary for reimbursement.

The PTO would really like to thank all of you for your hard work, and we would like to make this process as simple and fair as possible.