

Grant Request Procedures

Rolling Hills Middle School PTA

RHMS proudly supports the teachers and school programs through this Grant Request Process. We asked that you check with the school, the distributed and possible donors before submitting this request. By doing your due diligence and homework, it enables us to fund more programs and activities. By checking all resources you may be able to get more funds or PTA maybe able to make up the difference in cost so you can get more of what you need. We also ask that you check with more than one source or distributor to compare costs and get the best deal. RHMS PTA is here to support your best interests in conjunctions with the needs of our student and parent community.

Process:

1. Compete the attached form.
2. Submit to PTA two weeks prior to the next PTA meeting. Meetings are held on the 3rd Wednesday of the month (you can drop it in the PTA mailbox in the office).
3. You will be notified by e-mail that your Grant Request form was received and you will hear a response regarding its funding.
4. Your Grant Request is reviewed by the PTA Executive Board and the PTA body as a whole. Please submit the attached completed form to the PTA mailbox located near the faculty lounge. The PTA Executive Board will review your request and submit their findings to the general PTA membership meeting for a vote.
5. You will be notified by letter of your grants status after the general membership meeting (or come to the membership meeting yourself). Attached will be a Grant Reimbursement Form.

Purchasing:

If your grant is approved, when you purchase your item/supplies, submit your original receipts attached to the PTA Grant Request Reimbursement Form, and keep a copy for your own records.

For Questions, please email ptarhms@yahoo.com and one of our board members will reply.

Thank you for your application.

Grant Request Form
Rolling Hills Middle School PTA

Requested by: _____

Dept. _____ Rm. #: _____

I am a member of RHMS PTA: Yes No

Email: _____ Phone/Ext. _____

Briefly describe your program/project (you may attach a typewritten description):

What items do you need to purchase? Please include a list of at least two sources/quotes from where you intent to purchase (you may attach a typewritten description):

How will these items be used? (you may attach a typewritten description):

How are you involving the school, the district, and/or the community in your program's support? (you may attach a typewritten description):

Total amount of request: \$ _____

I understand that this is only a request and does not guarantee that the Rolling Hills Parent Teacher Association will grant me the funds for this purchase. I also understand that if I am granted this request, it must be used for the approved items only. Any changes must be approved by the membership of PTA.

Signature of Requestor: _____

Date: _____