

LJHS PTA MINI-GRANT APPLICATION

Date _____

The PTA Mini-Grant is for special requests made by the faculty for up to \$350 and is intended to supplement either classroom or extra curricular activities/programs that will benefit LJHS. Please be sure to complete this form with as much specific information as possible. (Attachments with additional information are often helpful.) To be considered at the monthly PTA meetings, the form must be submitted with the appropriate signatures by the 20th of the preceding month. The PTA respectfully requires that the individual submitting this application be a member of the LJHS PTA in order to be considered.

1. Class/Department _____

2. Faculty/Staff name _____

3. Requested amount of grant _____

4. Number of students that will benefit _____

5. Date needed _____ 6. E-mail _____

7. Specific purpose of request and desired curriculum goal or benefit to LJHS:

8. Check made out to: _____

Signatures:

Applicant _____ Home Phone _____

Department Chair _____

Principal _____ (His office will submit to PTA)

*Please review mini grant guidelines (see reverse) prior to submission

*Reimbursements will be issued only after receipts are submitted to PTA treasurer

*Efforts should be made to find the lowest price for any item approved for purchase

***QUESTIONS??** Call Cal Mann at 858 336-2557 or email CalMann@mac.com

Date Received _____

Date Reviewed by Board _____

Date & Amount Reimbursed _____

Guidelines for LJHS PTA Mini-Grants

1. Mini-grant funds are part of PTA's yearly budget allocation, funded from PTA dues, contributions, and money earned through PTA fundraising activities.
2. Teacher / staff members may request mini-grants in the amount of **\$350** or less, using the form available on the school website or in the PTA mailbox. Anyone requesting a mini-grant should specify how the money would be spent, the exact amount requested, including tax and handling fees (rounded up to the next dollar) and state the desired curriculum goal or benefit to school. Effort should be made to find the lowest price for capital items.
3. Teachers / staff members requesting mini-grant funds for multiple items will be asked to prioritize their list of items.
4. PTA funds cannot be granted to pay for individual student or teacher / staff member travel expenses, meals or accommodations for trips.
5. PTA will make an effort to grant requests as evenly as possible among the various departments bearing in mind that certain departments have more consumable expenditures, and that department needs vary from year to year.
6. Mini-grants are meant to provide funds for special projects for which other funding is not available. PTA will consider whether there may be other sources available for the money requested and whether or not those potential sources have been tapped.
7. PTA will make an effort to grant requests that will benefit a sizeable number of students, enhance a teacher's ability to teach, or purchase items which will remain on campus for future use.
8. PTA will vote on mini-grant requests at monthly meetings. A vote by the majority of members present is required. If an urgent need for money arises between regular meetings, the President may call an executive board meeting. A majority vote of the executive board members would be required to approve an emergency mini-grant.
9. The PTA Ways and Means Chair will make a copy of these guidelines available on the PTA website so each teacher / staff member has access to them throughout the school year. Extra copies will be available in the office.
10. The Ways and Means Chair will collect mini-grant request forms from the office on a monthly basis, make sure they are properly completed with the principal's signature of approval, and present them to the PTA membership for a vote. The Ways and Means Chair and / or the Treasurer will deliver checks for approved grants, or explanations of non-approved requests to the requesting teacher / staff member as soon as possible.
11. The intent of PTA is to serve as many teachers as possible, so PTA requests that each teacher make only one request during the first semester. At the beginning of second semester, PTA will entertain additional requests from as many teachers as the budget permits.

NOTE: The PTA is not specifically a fund-raising entity. The La Jolla High School Foundation exists for that purpose.

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