

AVHS PTSA

2016-17 Teacher/Staff/Student Club Grant Program

The Amador Valley High School Parent Teacher Student Association (PTSA) offers financial grants for special programs/materials for teachers, staff, and student clubs. These grants are supplemental to any funds received from the District, AVHS, DonorsChoose and parents, and are meant to benefit as many Amador students as possible. We encourage all staff and student clubs to submit their application for a one-time grant. If you are an advisor for a student club, please share the grant program with them. All applicants **must** be a current PTSA member.

Grant applications are due by **FRIDAY, SEPTEMBER 23, 2016**. You should know by October 19th whether your grant has been approved. We do not anticipate any grant money remaining after October, so please consider your needs for the entire school year.

GRANT REIMBURSEMENT

- Approved grants for amounts up to \$750 will be reimbursed directly to staff/student clubs as long as the items being purchased do not require PUSD asset tags. You can purchase the materials from your vendor of choice, submit your receipts along with the PTSA request for reimbursement form and we will write you a check. You will not have to go through the PUSD purchase order process.
- Approved grants over \$750 and/or grant materials requiring PUSD asset tags will go through the standard PUSD purchase order process. Asset tags are typically required for classroom/lab equipment and book purchases.
- The PTSA will only reimburse the amount shown on your original grant application.
- Grant money not claimed within 60 days of notification of award will be forfeited and returned to the AVHS PTSA general fund.

Below is a list of the types of materials/programs the PTSA funds and does not fund.

<p><u>PTSA Grants - generally used for the following:</u></p> <ul style="list-style-type: none">○ Classroom/lab supplies, equipment & furniture○ Publications (books, magazines, newspapers)○ Instructional DVDs, CDs, software○ School-wide programs/events○ Teacher conferences	<p><u>PTSA Grants - DO NOT FUND:</u></p> <ul style="list-style-type: none">○ Student field trips○ School Athletics - contact Athletic Boosters (PE class requests OK)○ Computer equipment such as laptops and tablets○ DonorsChoose projects
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APPLICATION PROCESS - due date is **FRIDAY, SEPTEMBER 23, 2016**.

1. Complete the attached Grant Application form - 1 form per teacher/student club. If you teach two different subjects, then we will consider a separate grant application for each subject.
2. Attach supporting documentation (quote/estimate that shows total cost including tax, shipping and handling). **We will only reimburse the amount shown on the application.**
3. Fill out PTSA membership form and attach payment (\$10.75 for staff and students) if you are not already a member. For student clubs, the student leader and teacher advisor must both be members.
4. Email copy of grant application to Linda Wadsworth at lbwadsworth1@yahoo.com and put a copy of application and all supporting documents and PTSA membership form in PTSA mailbox in the staff mailroom.
5. If your grant is approved, you must submit a short write up, some photos or a video that shows how the grant funds benefited Amador students. The purpose is to provide Amador parents written and/or visual documentation of their donations at work, which we hope will lead to increased donations in the future!

QUESTIONS? Contact Linda Wadsworth at avhsgrants@gmail.com