

Hello Glenmont Teachers!!

Since we are lucky to have so many new teachers in the building this year, we wanted to take this opportunity to remind you that the PTA offers a grant/reimbursement up to \$100 for classroom supplies. We trust your judgment to allocate these funds where they will have the most significant impact on your teaching and our students' learning experience. If you have any questions or need assistance in preparing your reimbursement form, please do not hesitate to reach out to any of the PTA Board Members.

Attached you will find guidelines for the grant as well as the reimbursement form.

Thank you!!

YOUR PTA

Co-Presidents

- Katie Gianotti (katiecarse@gmail.com)
- Sara Bailey (sara.e.bailey@gmail.com)

Corresponding Secretary

- Chelsea Ducharme (Chelsea.c.ducharme@gmail.com)

Recording Secretary

- Lei Gao (gaolei.lisa@gmail.com)

Co-Treasurers

- Kirpaul Babar (kirpaul@gmail.com)
- David Flores (david.e.flores@gmail.com)

\$100 PTA TEACHER GRANT GUIDELINES

We are excited to announce the availability of the annual \$100 teacher grant awarded by our Parent-Teacher Association (PTA). Our hope is that these grants are a resource for our dedicated educators, allowing you to enhance your classroom and provide the best possible learning environment for your students.

Here are the guidelines for the \$100 teacher grant:

Grant Allocation: Each teacher is eligible to receive a \$100 grant, which can be used for any classroom-related expenses or supplies.

Eligibility: All teachers at Glenmont Elementary are eligible to submit reimbursement forms for the grant.

Submission Deadline: To receive the grant, please complete the attached reimbursement form and submit it to the PTA no later than December 1st of the current school year.

Expenses Covered: The grant can be used for a wide range of classroom-related expenses, including but not limited to, purchasing educational materials, supplies, classroom decorations, nut-free snacks and teaching aids.

Reimbursement Process: The PTA will process all reimbursement checks on or by December 15th of the current school year.

Documentation: To ensure prompt processing of your reimbursement, please ensure that all receipts and supporting documentation are included with your reimbursement form.

Reporting: Upon utilizing the grant, we kindly request that you share a brief summary (one sentence or bullet points) of how the funds were used and the impact it had on your classroom and students. We appreciate your feedback and are eager to share the positive outcomes with our PTA members.

We sincerely thank you for your hard work and dedication to Glenmont. The PTA is proud to support our exceptional educators, and we look forward to seeing how the grants will enhance the learning experience for our students.



Glenmont Elementary PTA
Check Request/Reimbursement Voucher

DATE OF REQUEST: _____
(Must be submitted by December 1st)

COMMITTEE/EVENT: **PTA TEACHER GRANT**

SUBMITTED BY: _____
(Print Name) (Signature)

SUMMARY OF HOW FUNDS WERE USED:

AMOUNT: _____

PAY TO THE ORDER OF: _____

PAYEE CONTACT INFORMATION:

Name: _____

Address: _____

Phone Number: _____

PAYMENT INSTRUCTIONS: (Please check one):

- ☐ Mail to above address.
- ☐ I will pick up the check.
- ☐ Please place it in my box at school.

Attach all applicable receipts/invoices/price quotes!

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Treasurer's Use Only

Date Request Received: _____

Date Check Written: _____

Budget Category : TEACHER GRANTS

Check # _____

Audit Date & Initials: _____