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TEACHER-STAFF EDUCATION MINI-GRANT APPLICATION

Purpose:

The purpose of the FSUS PTSA Teacher Education Mini-Grant program is to provide supplemental funding for FSUS teachers and staff to attend professional development courses and conferences.

This supplemental funding must not exceed \$250 per teacher per school year.

Guidelines:

- 1. Teacher/Staff Member must be a current member of FSUS PTSA.
2. Mini-Grants requests must first be submitted to Dr. Grantham for approval. Supporting documentation such as a conference brochure should be attached to the request.
3. Dr. Grantham will submit all Mini-Grant requests to the FSUS PTSA Executive Board for approval.
4. Mini-Grant recipients are encouraged to attend the next FSUS PTSA General Assembly Meeting to make a brief presentation to the membership about what was learned at the course/conference.
5. Once a mini-grant has been approved, the applicant must give a receipt or invoice for conference expenses before a reimbursement check will be issued.
6. There is a \$250.00 limit to the amount for which a teacher or staff member can apply each school year. Funds will be approved and distributed on a first-come, first-served basis. Once the total amount budgeted for Teacher-Staff Education Mini-Grants is exhausted, no additional mini-grant requests will be considered that year.

Request:

Name:
Grade:
Subject:
E-Mail Address:

Course/Conference Description: (be specific in your description and attach any and all documentation you feel may help the board in reaching a decision)

[Blank lines for description]

Total cost: (Please attach a complete budget breakdown)

Date funding is needed:

Principal's Approval

For PTA Board Use Only:

Date Received: Approval: Yes No Date of Approval:

Date Paid: Check#