***Wake Forest Middle School***

***PTSA Grant Information 2018-2019***

Each year, Wake Forest Middle School PTSA offers grants to our staff that are **members** of the PTSA. If you are not a member you can join on the PTSA website at **memberhub.com**. You can pay online or download and complete a form and put it in the PTSA mailbox. Please use the following guidelines so we may process your application quickly and efficiently:

1. Requests should be for materials not currently supplied by Wake County or any other PTSA program. Requests can also be made for student assistance.
2. The application needs to be completed with as much detail as possible and signed by the requesting staff member. **Using an outdated form or incomplete paperwork may delay your request.** Include total cost including tax and shipping costs. Please include any supplemental information that provides additional information/details.
3. If you are applying on behalf of a department, please list all teachers’ name and all applicants need to be PTSA members.
4. Only one request per application; please complete a second application for an additional request.
5. Place application in the PTSA mailbox **after** an administrator has signed it.
6. The WFMS Grants Committee will meet on the last Tuesday of each month to review and vote on all completed applications. In order for a grant to be reviewed, it must be in the PTSA mailbox by the Tuesday **prior** to each meeting. If it is not in the mailbox by the required day, then the grant will not be reviewed until the following month.
7. After the meeting, you will be informed of the status of your grant. If approved, there are 2 ways for you to get payment. 1) Staff Member can purchase the items and provide PTSA Grant Chair with an invoice/receipt and completed check request form in order to be reimbursed. 3. Grant items can be ordered through the school and PTSA Grant Chair will process the invoice provided and reimburse the school. We **cannot** give you cash or gift cards.

If you have any questions regarding the status of your grant request and/or reimbursement, please contact Ryan Strevig at strevigryan@gmail.com or 919-441-7043.

Thank you!

Ryan Strevig

PTSA Grant Chair 2018-2019

**WFMS PTSA**

**Request for PTSA Funds/Grant Application 2018-2019**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Email:** |  | **Phone:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Grade Level:** |  | **Department:** |  | **PTSA Member** | **☐YES** ☐**NO** |

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| **Briefly describe your request and explain how it will enhance instruction of your students or improve the school: (Attach additional sheets if necessary)** |
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| --- | --- | --- | --- |
| **Amount Requested: $** |  | **Date Needed By:** |  |

**(Provide documentation to support total amount requested. This must be included with your request)**

|  |  |  |
| --- | --- | --- |
| **Purchase/Payment Method: $** | ☐ **PTSA** ☐ **Staff** ☐ **WFMS** ☐ **Other** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff Member Signature:** |  | **Date:** |  |
| **Principal’s Signature:** |  | **Date:** |  |

**PTSA Use:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Received:** | |  | | |  | **Date Voted On:** | |  | |
| **☐Approved** | **☐Approved With Changes** | | **☐Denied** | | | | **☐ Other Budget Ref** | |  |
| **PTSA Representatives:** | |  | | | | | | | |
| **Action Taken/Changes/Reason for Denial:** | | | |  | | | | | |
|  | | | | | | | | | |
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**\*\*\*\*\*\*\*\*\*\*\*\*Place Signed, Completed Form in PTSA Mailbox\*\*\*\*\*\*\*\*\*\*\*\***

**For questions please contact Ryan Strevig at strevigryan@gmail.com or 919-441-7043**

**Expenditure Breakdown**

Please complete itemization all items for this grant application. Also provide where you would like to have these items purchased from. Finally, provide documentation to support cost. Please include cost of items, shipping and handling.

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shipping $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PTSA Office Use Only:**

Teacher Notified Date Ordered

Date Received Date Delivered