



October 2nd, 2017

Dear North Star Teaching Staff:

North Star PTA offers two programs to support the terrific work you do here at North Star Elementary School.

First, our **Staff Support budget** reimburses teachers up to \$125 for classroom materials. You will have received an individual reimbursement form with voucher attached for this amount via your mailbox.

For more expensive items, the PTA's **Classroom Grant Program** covers items for amounts up to \$250. In order for our support to touch the most students, these items should benefit North Star students during the school day. The PTA has budgeted a total of \$1,100 for the Classroom Grant Program for the 2017-2018 school year so we encourage you to fill out an application for any items that you feel will enrich our children's educational experience at North Star.

The Staff Support Fund and the Classroom Grant Program are available to North Star instructional staff, administrators and support staffs who are current members of North Star PTA.

If you have questions please contact MaryRuth Nich at ruthie88@comcast.net.

Please note that all grant applications must be submitted no later than **November 27th, 2017**. Decisions will be made by **December 4th, 2017**. After this date if there is money left for further grants they will be assessed on a first come first served basis. Please submit all staff support requests by **January 29th, 2018**.

North Star PTA

Classroom Grant Application Guidelines

1. Grants are available from the North Star PTA in amounts up to **\$250.00** for reimbursement of expenses not covered by the district, building funds or North Star PTA's budget in the current year.
2. The review committee will focus on supporting initiatives that further the educational experience of the students and the mission and educational objectives of North Star Elementary School. This review committee is the current North Star PTA Executive Board.
3. The teacher/administrator/support staff seeking a grant should complete an application and provide any additional information that will assist the review committee in understanding the grant request. Multiple quotes or estimates should be obtained and provided to the committee in order to ensure economical spending.
4. Principal approval is required prior to submission to the PTA.
5. The review committee meets ongoing to review applications. Grant approvals will be given in writing.
6. Once approved, the requester will need to arrange for purchase of the item(s) or service that is approved. Payment is by a check request to the North Star PTA Treasurer for direct payment to the vendor or from purchasing by the teacher/administrator with subsequent reimbursement from North Star PTA.
Appropriate receipts, estimates or proposals must be included with the request for payment or reimbursement.