



September 18, 2023

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 \$200 for classroom materials. Submit your receipts with a reimbursement form to our mailbox or via email to [agsterjen@gmail.com](mailto:agsterjen@gmail.com). All teachers are included as we know how much teachers spend of their own money to support the education of their students.

For more expensive items, the PTA's **Classroom Grant Program** covers items for amounts up to \$300. 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 \$3000 for the Classroom Grant Program for the 2023-2024 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. We try to support some of every grant we receive (after they are approved by Dr. J). In the past, grade levels have gone in together to submit a grant for items that will benefit the entire grade. Our goal is to reach as many students as possible with this money. We look forward to reading the applications every year!

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

If you have questions please contact Jen Agster at [agsterjen@gmail.com](mailto:agsterjen@gmail.com). You can also email Jen Stephenson at [jen.stephenson06@gmail.com](mailto:jen.stephenson06@gmail.com).

Please note that all grant applications must be submitted no later than **December 1, 2023**. Decisions will be made by **December 11, 2023**. We cannot reimburse until after the items have been approved and purchased. We cannot give checks to those chosen before the items are purchased. After this date if there is money left for further grants they will be assessed on a first come first served basis. If there is any money left, we will let everyone know. Please submit all additional staff support requests by **February 2, 2024**.

North Star PTA Board -

Jen Stephenson, Taresa Schmidt, Jen Agster, Emily Malloy, Sheri Laratonda, Lauren Monaco & Bonnie Principe

## **Classroom Grant Application Guidelines**

1. Grants are available from the North Star PTA in amounts up to **\$300.00** for reimbursement of expenses not covered by the district, building funds or North Star PTA's budget in the current year. (\* If more than one teacher apply for a grant together, please note the total is up \$300 for the grant, not per teacher applying for the grant. )
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/grade level team 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. (You will receive an email from Jen Stephenson.)
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.