

# Dakota Valley PTO

## ABC Grant Request Form

Teacher: \_\_\_\_\_ Grade and subject: \_\_\_\_\_ Date needed: \_\_\_\_\_

Amount requested (**Please include tax, shipping and handling costs**): \_\_\_\_\_

Funds to be used for: (**include attachment from supplier or extra information if needed**)

\_\_\_\_\_

\_\_\_\_\_

Requesting teacher's email and phone number: \_\_\_\_\_

Are you requesting funds from any other source? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

### **INFORMATION ABOUT REQUESTS (do not fill out PO until after request approval):**

1. Completed PTO Request Forms will be reviewed for approval at the next monthly meeting.
2. All items purchased by the PTO remain the property of the Dakota Valley School District and must be marked appropriately (label or permanent marker).
3. Notification of ABC fund approval will be through the ABC Chairperson.
4. All requests must be submitted by December 15th.

### **AFTER YOU HAVE BEEN NOTIFIED OF THE APPROVAL OF YOUR REQUEST:**

**The teacher filling out the ABC Request Form is responsible for filling out the PO.**

Please follow these instructions:

The teacher can fill out a PO (available in the office) **AFTER** the item is approved by the

PTO. **The Principal needs to sign the PO and please write "PTO Approved" in the "Budget Code" box on the PO.** Then turn one copy into Jody Robertson in the Business Office. The school will then order the item and be reimbursed by the PTO. If you have any questions please contact the Admin Office.

***Thank You for helping the PTO channel money back into the classroom!***

Principal's signature: \_\_\_\_\_ Principal's approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments from Principal: \_\_\_\_\_

\_\_\_\_\_

PTO Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ PTO Treasurer Signature: \_\_\_\_\_

Teacher's signature: \_\_\_\_\_

*Principal or teacher: Please return via PTO box.*

# ***What is the Academic "Bonus" Committee?***

The Academic Bonus committee is the primary way in which money raised by the PTO is channeled back to the teachers and school to enrich the education of all the children at Dakota Valley. Requests are made by teachers, received and discussed by the committee, and then presented to the general membership for approval. As teachers, you are the perfect people to come up with ideas and needs to help this committee accomplish their goal of enriching education.

## **Additional Request Guidelines for Teachers**

- 1. Please submit requests for items or services that directly enrich the students experience in the classroom. Grants will be awarded for items that directly benefit students. This PTO fund is not meant to pay for things that should be paid for by the school district.**
- 2. We love having teachers come to our meetings!!! We know how busy you are, but please do not be offended if you are asked to attend the monthly PTO meeting to answer questions or if more information is requested to approve your request. This usually means we are trying to approve your request and just need your presence if we are anticipating member questions. The committee will do their best in making your request easy and simple.**
- 3. All ABC Request Forms will need the principal's signature and the ABC Chairperson will notify you of the approval or denial. It is still the requesting teacher's responsibility to make sure the form is received by the ABC Committee. The principal at each school needs to know what items you are requesting and what the PTO approves. This eliminates any duplication of items, resources, and prevents any ongoing expenses by the school district. Thank you for your understanding.**
- 4. Dakota Valley is a "healthy eating" school district. Please do not make requests for junk food, candy, soda or other items. The PTO receives multiple requests for food items. The majority of our members are parents who would be more than likely to provide a healthy snack/food item for your classroom if you asked.**
- 5. Requests involving technology should be accompanied with input from the applicable school technology program.**
- 6. If your request is one that has been requested and approved each year, the form must still be filled out and as early in the school year as possible. The PTO budget for the fund changes yearly, and this may affect request approvals.**