

ABC Grant Request Procedure

1. **Complete the Form**

Fill out all sections of the ABC Grant Request Form. Be specific about how the funds will be used and attach any relevant documentation (like a cart, quote, or product link).

2. **Get Principal Approval**

Ask your principal to sign off before submitting. This helps avoid duplicate requests and ensures alignment with district guidelines.

3. **Submit to PTO**

Drop the signed form in the PTO mailbox (admin)

4. **Wait for Review**

The Academic Bonus Committee (ABC) will review your request at the next PTO meeting. You may be asked to attend if members have questions (we're usually just trying to say yes!).

5. **Notification**

You'll be contacted by the ABC Chairperson with an approval or denial.

6. **If Approved:**

- Submit your order following the **Directions for Requisitions** on the Dakota Valley shared Google Drive.
- Be sure to write "**Approved ABC Grant**" in the notes section.
- Jody from the business office will place the order unless otherwise instructed.

NOTE: Any items purchased remain property of the Dakota Valley School District.

DAKOTA VALLEY PTO

Questions? Email Us: admin@dakotavalleypto.com

ABC Grant Request Form



Teacher Name: _____

Teacher Email: _____

Grade/Subject: _____

Date Needed: _____

Total Amount Requested (include tax, shipping, handling): _____

Purpose of Funds (attach supplier info or details if needed):

Requesting Other Funds? No Yes – If yes, explain:

Principal Approval

Signature: _____ Approved Denied

Comments: _____

PTO Use Only Approved Denied

Treasurer Signature: _____

Please return the completed form to the PTO box.