

Parish Hill Middle/High School PTO Mini-Grants

The Parish Hill Middle/High School PTO is a group of volunteer parents who meet on a monthly basis to support the Parish Hill educational process. This committee also serves as a conduit for the dissemination of information and concerns between parents and the administration.

The PHHS PTO is offering teachers and staff the opportunity to apply for mini-grants to enhance their curriculums. Possible uses for the funds are:

- Resource materials
- Guest speakers
- Field trips
- Equipment

The basic guidelines for distribution of funds are as follows:

- Mini-grants may range from \$50 to \$150.00.
- Funds cannot be used to replace standard educational supplies.
- The distribution of funds may be based on the number of students directly receiving benefits.
- Proceeds must be used for academic related purposes only.
- Consideration will be given to requests where other forms of procurement are not available (fundraising, donations).
- The amount granted may differ from the amount requested. Additional fundraising methods may be necessary.

Mini-grants are made available from the proceeds of PTO fundraisers and a grant from Wal Mart. Our continued success is dependent on the support from our school community.

Please note that funds are limited. Please complete the Mini Grant Request form and place it in the PTO mailbox located in the office. Additional forms can be found in the office. Requests will be reviewed before each PTO meeting, which are held on the first Tuesday of each month.

We hope that you will take advantage of this opportunity and support our fundraisers as we hope to continue and expand this program.

Sincerely,

Parish Hill Middle/High School PTO

Parish Hill Middle/High School PTO Mini-Grants

Date _____

Dear _____,

The PHHS PTO has reviewed your request and approved it in the amount of \$_____.

The amount you requested may be different from the amount approved. We encourage you to fund the remaining amount through fundraising other donations.

The PTO thanks you for enriching your curriculum with the proceeds from the mini grant. We hope to be able to continue to provide opportunities to you to enhance your academic program.

This grant may be redeemed by:

Comments: _____

_____.

If you have any questions, please call _____.

Sincerely,
Parish Hill Middle/High School PTO

PTO Use Only

Proof of Purchase _____

Date funds dispersed: _____ By _____

Please attach receipt, invoice, or quote