

Millbrook High School PTSA Teacher Grant Program

The Millbrook High PTSA has allocated funds in the annual budget for the Teacher Grant Program. The funds awarded will enhance the learning environment and promote academic excellence of students at Millbrook High School. Individual grants will generally be limited to \$500, however exceptions may be made at the discretion of the PTSA Executive Board.

The objectives of the Teacher Grant Program are to support student achievement, provide for curriculum development, and promote creative thinking in our students. Grant applicants must be able to show a direct impact on students and the support of these objectives. Proposals must align with curriculum guidelines of Millbrook High School.

Selection Process

All applications will be reviewed by the school principal and then voted on by the PTSA executive board.

The selection criteria are as follows:

1. Applicants must complete the PTSA Teacher Grant application.
2. The proposal must support one or more of the objectives listed above.
3. Applications are approved by the principal.
4. Applicants are MHS PTSA members.
5. Grants will be awarded throughout the school year. If requests for grants exceed the amount of allocated funds still available, applications will be prioritized based on membership status in the PTSA and whether the applicant received funds the previous year.
6. Requests will be reviewed on a monthly basis and the applicant will receive letter of notification.

PTSA TEACHER GRANT REQUEST

PLEASE COMPLETE TOP PORTION AND RETURN TO PTSA PRESIDENT'S FOLDER.

Your Name / Department or Class Subject: _____

Project Cost: _____

Approximate date(s) of activity: _____

List anticipated expenses: _____

Brief Description / Benefit to Students:

SUBMITTED BY: _____ DATE: _____

COMMITTEE ACTION TO BE COMPLETED BY PTSA REVIEW TEAM

Action taken : _____

Amount funded : _____

Date and amount paid : _____

Check # : _____

Paid by : _____