

# Teacher Mini-Grant and Classroom Support Policy

The Adams Elementary PTA has earmarked a portion of the money it raises to fund Teacher Mini-Grants (TMG) and Classroom Support - by grade level and specialist. **These grants should enhance the current curriculum and student development.** If teachers are unsure of an item, please use the contact information below BEFORE submission.

In order to be eligible for the Teacher Mini-Grant for FY 2007-2008, teachers need to be members of the PTA in FY 2007-2008.

Please submit a “**Check Request**” form to the Adams Elementary PTA Treasurer, Maria Hoopes. The form is available on the website or Treasurer’s folder; which is located in the Adams PTA box in the office. Please email [Hoopes.Maria@epa.gov](mailto:Hoopes.Maria@epa.gov) to let her know that you have submitted your application.

## Criteria to Evaluate Applications:

### Who may apply?

Approved Teachers and Staff may submit applications (List from Doug Hooper).

### What are the application questions?

Each application must:

- Fill out “**Check Request**” form
- Attach a copy of **all** receipts

### What happens after the application is submitted?

The TMG and Classroom Support process takes at least **30 days** to complete, so plan ahead. The Treasurer will review all completed applications. The treasurer may request additional information or ask for clarification. Reimbursement checks to individuals will not be written without receipts.

### When is the deadline for receipts for (Teacher Mini-Grant) TMG?

**October 19, 2007 (for tracks 1-3)**

**November 2, 2007 (for track 4)**

### When is the deadline for receipts for Classroom Support?

**May 13, 2008 (for all tracks)**

### Examples of what will TMG funds cover

#### Office Supplies Examples

Art & Drafting Supplies

Boards & Easels

Envelopes & Forms

General Supplies

Medical Supplies (basic)

Self-Stick Notes & Flags

Writing & Correction

Classroom books (paperback/tapes)

Binders & Accessories

Calendars & Planners/Organizers

Filing Supplies & Record Storage

Labels

Paper & Pads

Storage & Organizers

#### Computer Peripherals

CDs

Software-curriculum based