



The PTSA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTSA CLUB GRANT GUIDELINES

Description: The PTSA is happy to offer Grants of up to \$100 per school year for clubs at MPMS. A club is defined as "a school approved after school activity with a teacher sponsor." Grant awards are to be used towards things that increase access to club activities for all club members, such as communal tools and supplies. Before applying for a PTSA Club Grant, the Club must:

- have a teacher sponsor
- have a minimum of 10 students interested in the club
- have appropriate accounting procedures in place (*the PTSA will not handle any funds for any club*)
- hold an organizational meeting

All durable tools and supplies purchased/reimbursed by MPMS PTSA should be considered the property of MPMS or MPMS PTSA and should remain as such should the Club cease to exist. Grants are only awarded for costs incurred during the current budget year (*July 1 - June 30*).

Eligibility: All MPMS Clubs. Clubs with teacher sponsors who are PTSA members receive priority funding.

Award: Up to \$100 per Club, per school year

Award Process Timeline: Please obtain the most appropriate Assistant Principal's signature for pre-approval before submitting the application to the PTSA. Applications can be submitted at anytime. Once the grant application is received by the PTSA, it is forwarded to the PTSA Grants Committee for review at its monthly Grants Committee meeting. The Grants Committee then presents the application to the PTSA Executive Board, including the school Principal, for final approval and the release of awarded funds to the primary contact listed on the application.

Award Criteria: New grant applications are reviewed on a monthly basis and are ranked using the criteria explained in the Description section. Grants are then awarded from highest to lowest ranking until Club Grant funds for the current school year are exhausted.

Required Documents: Because PTSA funds are for reimbursement only, please include appropriate original legible receipt(s) with the completed Grant Application form. If the application is not accompanied by receipt(s), grant recipients will have six weeks from notification of the award to submit receipts before award is relinquished.

Contact: For questions, please contact president@mpmsptsa.org. *Thank you for all that you do!*



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PTSA CLUB GRANT APPLICATION

TODAY'S DATE: _____

NAME OF CLUB: _____

TEACHER SPONSOR(S): _____

EMAIL(S): _____

PURPOSE OF CLUB *(must include brief description)*:

SCHOOL YEAR: _____ AFFILIATED WITH NATIONAL ORGANIZATION (Y/N?) _____

DATE OF ORGANIZATIONAL MEETING: _____

NUMBER OF STUDENTS WHO ATTENDED MEETING: _____

TO WHOM SHOULD THE GRANT CHECK BE PAID?

Name *(please print)* _____

Address: _____

Email address: _____ Phone: _____

******* FOR BOARD USE ONLY *******

Assistant Principal's Signature for pre-approval: _____

Date Grant Application Received by PTSA: _____

PTSA Grant Committee Recommendation: Approve / Table / Deny Date: _____

Notes: _____

PTSA Board Action: Approve / Table / Deny Date: _____

Notes: _____

PTSA President's Signature: _____

Principal's Signature: _____

Date of Reimbursement Check: _____ Check Number: _____