

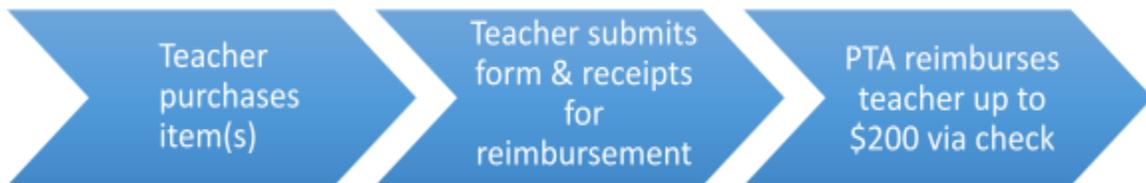
HOLLYWOOD HILL PTA

CLASSROOM FUNDS VS. STAFF GRANTS

The difference between classroom funds and Staff Grants can be confusing. This document should help to clear up any confusion between the two processes.

First, Classroom Funds for Teachers:

Teachers have traditionally received a set amount of money where they can make purchases first and then request reimbursement by submitting a Reimbursement Form with receipts to the PTA Treasurer. The amount is set by the PTA Board and approved at our budgeting general meeting. This year, the amount is set for reimbursement of up to \$100 per teacher for the current school year.



Staff Grants:

Separately, there is an avenue where all Hollywood Hill Staff can request a grant for purposes of enhancing their classroom, instruction, school grounds, etc. Staff can either make joint requests or request something individually, but we are more likely to approve grants that have the opportunity to benefit as many students as possible i.e. the entire student population or an entire grade. Grant items will ideally be for long lasting classroom/school improvement, not for throw away, one-time use.

The Staff Grant requests must go through an application process which is held only two times per year, one in the fall and another in the spring. After submitting a Grant Application, the request will be reviewed by the Principal to see if funding can come from another source such as the district, the school, Northshore Schools Foundation, etc. If there is no other avenue to fund the need and the Principal approves, the PTA Executive Board meets to discuss and approve the applications. Staff Grant funds should NOT be spent first and requested second. Staff Grant requests must be approved first and then, once approved, the grant can be spent by the staff member. In the event of any leftover grant funds, staff should return it to the Hollywood Hill PTA for future grant investment.