

Upper Township Parent Teacher Organization
PO Box 174
Marmora, NJ 08223
PTO@upperschools.org

UT PTO GRANT REQUEST INFORMATION

Upper Township PTO grants are used to support the needs that benefit students and to help enhance the learning environment in Upper Township Schools.

PLEASE NOTE: THE STAFF MEMBER MUST HAVE AN ACTIVE MEMBERSHIP (PAID PTO MEMBER) FOR THE CURRENT SCHOOL YEAR IN ORDER TO RECEIVE GRANT FUNDS.

Items purchased with grant funds become property of the Upper Township Schools.

Grant Criteria includes:

- The level of impact on students' school experience
- The number of students impacted
- The degree the request supports the mission of Upper Township Schools

Grants may be requested for any dollar amount. Grants are subject to approval based on available funds at the time of application. If denied due to lack of available funds, the application will be reconsidered when funds are available.

Only completed applications will be reviewed. Please attach additional documentation, such as photocopies of catalog or Internet items, shipping costs, etc.

Completed applications can be placed in the PTO mailbox. An email will be sent to notify the applicant after the board has reviewed the request.

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UT PTO GRANT REQUEST APPLICATION

Please print clearly.

Applicant's Name _____ Grade: _____

Email: _____ Date: _____

Description:

Approximate number of students impacted: _____

Please itemize expenses (including shipping/handling, etc):

Total Dollar Amount Requested: _____

Signature of Applicant: _____

FOR UT PTO USE ONLY

Date received:

Executive PTO Vote: Date: _____ Approved _____ Denied _____

Total Amount Granted: _____ Date of Payment: _____ Check #: _____