



UPPER TOWNSHIP 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 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
- The grant must pass approval of the School Administrator

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 attached additional documentation, such as photocopies of catalog or internet items, shipping costs, etc.

Completed applications can be placed in the PTO mailbox or emailed to pto@upperschools.org. An email will be sent to notify the applicant after the board has reviewed the request.

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 Upper Township PTO Use Only

Date Received: _____

Executive PTO Vote:

Date: _____ Approved Denied Approved by Admin

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

Notes: _____
