



Staff Support Application

The Sanderson PTO has allocated funds in the annual budget for Staff Support. The funds awarded will enhance the learning environment and promote academic excellence of students at Sanderson High School. Each allocation will generally be limited to \$300, however exceptions may be made at the discretion of the PTO Executive Board.

The objectives are to support student achievement, provide for curriculum development, and promote creative thinking in our students. Applicants must be able to show a direct impact on students and support these objectives. Proposals must align with the curriculum guidelines of Sanderson High School.

Selection Process

All applications will be reviewed by the school principal and then voted on by the Sanderson PTO Executive Board. The selection criteria are as follows:

1. Applicant must complete the Sanderson PTO Staff Support Application.
2. The proposal must support one or more of the objectives listed above.
3. The applicant is a Sanderson PTO member.
4. The application is reviewed and supported by the principal.
5. The application is voted on by the PTO Executive Board.
6. If requests for funds exceed the amount of allocated funds available, applications will be prioritized based on need and the effectiveness of meeting the stated objectives.
7. Funds are disbursed up to the awarded amount based on original receipts and/or invoices.
8. There are two application deadlines during the year, **October 16th and March 1st**. **Applications must be submitted by 11:59pm on the day of the deadline.** Completed applications can be sent by email to sandersonhspto@gmail.com or placed in the PTO mailbox in the teacher's lounge.

APPLICATION DEADLINES

FALL - October 16, 2017

SPRING - March 1, 2018

SANDERSON PTO STAFF SUPPORT APPLICATION

Please complete the following application, attach any necessary documentation, and email completed form to sandersonhspto@gmail.com or place in the PTO box in the teacher's lounge. Applications must be submitted by 11:59pm on the day of the deadline.

Your name/Department or class subject: _____

Email address/Phone: _____

Amount of funds requested: _____

Approximate date(s) of activity: _____

List anticipated expenses: _____

Description of project/activity and ways it supports one or more of the following objectives: student achievement, curriculum development, and/or creative thinking:

SUBMITTED BY: _____ DATE: _____

**COMMITTEE ACTION
(TO BE COMPLETED BY PTO Executive Board)**

Action taken: _____

Amount funded: _____

Date and amount paid: _____

Check #: _____ Paid by: _____