

We're looking forward to a great year with our children and are thankful for all the hard work and dedication you bring to school! The PEC PTA has been busy raising thousands of dollars to support the school. Below are details on funds available to individual teachers, grade levels and school-wide programs, and how to go about securing them.

Protocol:

- Please submit all your requests **by the deadlines listed below** in the office PTA box folder marked "Teacher Fund Requests."
- Reimbursement/Fund Request and Mini-grant forms are online at www.pauleckecentral.com/pta-at-pec/pta-forms. **Please specify on each form which program you are requesting funds from.**
- Grade Level Program fund requests and Mini-Grant Applications are due in advance of reimbursement for the purpose of PTA approval, record keeping and/or budget tracking.
- Please include all receipts when requesting reimbursement as that is a national PTA requirement.

Teacher Allotments - \$4,000 Total

- Available funds: grades K-3, up to \$184 per classroom; grades 4-6, up to \$248 per classroom. Each classroom-specific allotment is determined by the maximum number of students allowed on your attendance list multiplied by \$8. The funds may be used for classroom supplies, equipment and materials for this school year.
- Learning Resource Center teachers, reading specialist, and speech and hearing specialist - \$75 per teacher
- The PTA will reimburse up to (but not more than) your classroom's specific allotment amount – see calculation above.
- **All teacher allotment reimbursement requests must be received with receipts by December 31, 2011**

Grade Level Programs - \$7,500 Total

- All teachers within each grade level should coordinate with each other what program they want PTA to fund (if any).
- Grade level programs that we have funded in the past are the Kindergarten Wood Lady, 3rd grade drama teacher, 4th grade California days, 6th grade Chinese brush art.
- **Please let the PTA know by Oct 14, 2011 which grade level programs you would like funded.** We will use any funds remaining after that cutoff date to increase teacher mini-grants (see section below).
- **All grade level reimbursement or check requests must be received by June 1, 2012**

Mini-grants - \$1,000 Total

- PTA's mini-grant process this year has a beginning balance of \$1,000 total. Any unused grade level funds (see above) will be added to this amount after November 1, 2011.
- Each request has a maximum of \$250 and will be allotted on a first come-first served basis until the \$1,000 fund total has been met.
- **Mini-grant applications will be due by Thursday, April 19, 2012.**
- **All mini-grant reimbursement or check requests must be received by June 14, 2012**

Field Trips Program -- \$1,000 Per Grade Level

- All teachers within each grade level should coordinate with each other to determine how to use the funds for their grade level.
- Funds may be used to pay for field trips (tickets, bus, train) or to bring a "field trip" to the classroom
- Bus expenses, which must be pre-approved, are billed to the PTA and will be reimbursed directly by PTA.
- The PTA will reimburse expenses, or teachers may request a check for payment, up to (but not more than) \$1,000 per grade level (including the cost of the bus).
- **All field trip reimbursement or check requests must be received by June 11, 2011**

Questions? Contact Celia Bartholomew cjbart@sbcglobal.net or Veronika Clough clough@pobox.com. Thanks!