



South County PTSO

CLASSROOM SUPPORT REQUEST

IDENTIFYING INFORMATION

Proposal Name: _____

Submitter: _____

PTSO Member: Yes No

Note: You must be a PTSO member to receive funding for Classroom Support. Membership forms and instructions are available on the PTSO website at www.southcountyppto.org

Email address: _____

Department: _____

Amount requested: _____

**Amount approved:
(for review committee only)**

Number of Students: _____

Grade(s): _____

GUIDELINES/INSTRUCTIONS

The PTSO is pleased to be able to offer this opportunity for teachers/staff to apply for mini-grants for special projects that will enhance and support teaching. All classroom support requests must be submitted via email to the PTSO Treasurer at KBivins17@gmail.com by January 31. Late submissions will not be accepted.

Generally, the PTSO desires to fund projects for which there is no other available funding through FCPS. The PTSO will not accept requests for funding for substitute teachers, buses or equipment/software not on the County approved list. While conference expenses may be requested, personal expenses such as a hotel or meal expenses will not be covered.

Once funding is approved, requests for checks must be accompanied by receipts or invoices and submitted on the PTSO Check Request Form, available at www.southcountyppto.org

OVERVIEW

Please provide a brief description of your proposal (maximum 150 words):

SUPPORTING INFORMATION

How will the instructional program be enriched? Explain the broad instructional impact. (maximum 150 words)

How does this request demonstrate creative instructional methods and provide a unique learning opportunity (maximum 100 words):

How have you tried to achieve your objective in the most cost-effective manner? Are there other sources of support you have investigated? (maximum 100 words):

Generally, the PTSO does not expect to be able to fund projects in excess of \$200—but it may be possible. In the “budget” section below, please list the expenses associated with your grant proposal. If the total amount exceeds \$200, please explain here how you will fund the difference, or if you will just not be able to go forward with the project. (maximum 100 words):

BUDGET