



Club/Honor Society Funding Requests

Complete the form below in order to request funds from the PTSO for an SCHS faculty sponsored club/honor society.

Requests will be accepted until January 31st. A decision will be made on funding requests no later than the February PTSO meeting. Faculty sponsors should expect an answer (from the PTSO Treasurer) to the funding request via email when a decision has been made. If funds are required prior to mid-February, please advise the committee to when they are needed in order to facilitate an early review.

When describing the purpose of the club, please include information regarding the number of students served and their grade level, as well as a brief description of the club activities. With the large number of clubs at South County, and Board turnover, many times at least a couple of the members of the Board are unfamiliar with the specific purposes of the various clubs.

A description of how the funds will be used is very important. The Board takes into consideration whether funding is available from other sources and how the funding fits in with the PTSO's mission. (Note that we do not fund clubs supported by a separate booster organization.) As a general example, a request for money to cover the costs of a year end pizza party would probably not be approved. However, if the request was for special food for a cultural party which would enhance the understanding of the lifestyles of another culture, then that would be more likely to be approved.

Once the request is approved, the faculty sponsor can request the funding at any time. Receipts must be provided with a PTSO check request form (available on the PTSO website). It is not necessary to wait until the entire amount of the club funding grant has been spent to request reimbursement; requests may be processed a little at a time until the full amount of the grant has been spent.

If, at any point during the year, a sponsor realizes that the full amount of the grant will not be spent, please contact the PTSO Treasurer so that the unused funding can be made available to other clubs. Unused funds cannot be carried forward to another year.

DEADLINE: JANUARY 31ST



South County PTSSO

CLUB/HONOR SOCIETY FUNDING REQUEST FORM

IDENTIFYING INFORMATION

Club/Society: _____

Submitter: _____

PTSSO
Member:

Yes No

Note: You must be a PTSSO member to receive funding for Club or Honor Society Support. Membership forms and instructions are available on the PTSSO website at www.southcountypssos.org

Email
address:

Date:

Amount
requested:

(max. \$200)

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

of students
participating:

Grade(s): _____

GUIDELINES/INSTRUCTIONS

The PTSSO 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 club/honor society activities. All requests for funds must be submitted via email to PTSSOTreas@gmail.com by January 31. Late submissions will not be accepted.

Generally, the PTSSO desires to fund projects for which there is no other available funding through FCPS. There is a limit of \$200 for each club/honor society.

Once funding is approved, requests for checks must be accompanied by receipts or invoices and submitted on the PTSSO Check Request Form available at www.southcountypssos.org. If funds are required prior to mid-February, please advise the committee as to when they are needed in order to facilitate an early review.

PURPOSE OF CLUB/HONOR SOCIETY

Please provide a brief description of your club or honor society (maximum 150 words):

GRANT PROPOSAL

How will you use the funding? (maximum 150 words):