



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. Membership forms and instructions are available on the PTSO website at

www.southcountypsto.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. Requests are reviewed on a first come, first served basis.

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.

Please submit requests to an appropriate SCHS Administrator, and have that person forward the request to the PTSO at minigrants@southcountypsto.org. Forwarding the request to the PTSO means the Administrator approves the request.

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.southcountypsto.org

OVERVIEW

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

SUPPORTING INFORMATION (for classroom support requests)

How will the instructional program be enriched? Explain the broad instructional impact. (max 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