



# Los Alamos Middle School PTO

## LAMS PTO Grant Policy:

The PTO Budget authorizes money for Grants to teachers, staff, students and parents. Grants must be approved at a PTO meeting, so please keep this timing in mind. See <https://lams-ptο.org/index.php/teacher-staff-resources/>.

**Requester:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Which students will the project benefit (grade or class)?** \_\_\_\_\_

\_\_\_\_\_

**Amount Not to Exceed: \$** \_\_\_\_\_

**Please provide the following information (attach pages as needed):**

1) How will students directly benefit from the grant? \_\_\_\_\_

\_\_\_\_\_

2) What is the project plan and timetable? \_\_\_\_\_

\_\_\_\_\_

3) Please give an itemized list of expenses. \_\_\_\_\_

\_\_\_\_\_

4) What funding has been sought from other sources? \_\_\_\_\_

\_\_\_\_\_

5) Other information that might help the PTO in considering this request.

\_\_\_\_\_

\_\_\_\_\_

**Grant approvals will expire on June 30. If receipts are not submitted by this date, grants will have to be resubmitted for next year.**

For PTO Treasurer Only:		Date of Reimbursement:	
Amount of Grant Auth.:		Amount Reimbursed:	
Date of Authorization:		Check #:	