

September 14, 2016

Dear Poplar Tree Instructional Staff,

It's that time of year again: Pumpkin Spice Time!!

Ok, now that you are paying attention, it's actually PTA Mini-Grant time. It might also be Pumpkin Spice time, if you are into that, but I'm not in charge of that; I'm only in charge of facilitating these Mini-Grants.

A PTA Mini-Grant is a monetary gift from the PTA that allows Poplar Tree teachers and other instructional staff members to make purchases or subsidize activities to enhance their educational programs. Mini-grants can be requested for a variety of things such as technology items, educational games, or supplies for hands-on experiences. In recent years, mini-grants have been awarded for: educational software subscriptions; P.E. Equipment; writing tablets; art supplies, and field trip cost supplementation. If you can provide sufficient justification, you may even be able to get a mini-grant for something Pumpkin Spice.

The process is simple:

1. Complete the Mini-grant Request Form (attached and also found on the Poplar Tree PTA website) and submit it along with supporting documentation to Mrs. Williams by Friday, October 14, 2016.
2. Mrs. Williams will review all requests and forward requests with her recommendation and comments to the PTA Education Committee Chair.
3. PTA Education Committee (whose members are PTA parents and staff) will review all requests and approve or deny requests based on Mrs. Williams input, budgetary constraints, and consensus of committee members.
4. Mini-grant applicants will be informed of the status of their requests by Wednesday, November 9, 2016.
5. Upon mini-grant approval, applicant may either:
 - a. purchase the approved items and submit receipts along with a PTA Request for Payment Form for reimbursement. The PTA Treasurer will then cut a check payable to the applicant.
 - b. submit a completed order form or vendor invoice for the approved items along with a PTA Request for Payment Form. The PTA Treasurer will cut a check directly to the vendor.

The PTA Request for Payment Forms is available on PTA website or from Education Committee Chair. Please note that the PTA Treasurer cannot cut a check without a receipt, invoice or completed order form that shows total dollar amount.

6. Applicants should keep copies of all documents, invoices, receipts and order forms for their own records.

Whenever possible, grade level teams or curriculum committees should collaborate on a grant request. Priority will be given to requests that are additions to permanent resource materials, items that support current school goals, and items that benefit a large number of students. However, all grant requests will be considered based on value-added to the classroom and needs of the students.

Don't forget, **the deadline to submit your mini-grant request form to Mrs. Williams is Friday, October 14, 2016.** Please feel free to contact me with any questions or concerns.

If you are still mired in disappointment that this was not, in fact, about Pumpkin Spice after all, please feel free to Pumpkin Spice up your application by using orange ink or adding pumpkin stickers to it or something.**

Sincerely,

Rebekah McDonald

Rebekah McDonald
PTA 2nd Vice President, Education Committee Chair
reebmcd@gmail.com
703-829-7322

** Addition of Pumpkin or Pumpkin Spice flair to mini-grant applications does not increase chances of approval but it sure does make the process a bit more fun for everyone.