Martinez Middle School PTSA
Classroom Grant Request Form

Hello Martinez Teachers/Staff,

Please use this form for all requests for Martinez PTSA funds. Special consideration will be given to proposals that benefit multiple classes or grade levels so that we can maximize the benefit to the students.

Please give the grant form to Mindy Stephens and she will get the approval from Dr. Jones.

Mrs. Stephens will return all forms to the PTSA mail box by the last day of each month. We will vote on the proposals we receive at the following month's PTSA Board meeting to determine how best to allocate the available funds. Do not purchase your item until your proposal is approved. Please note that if the funds available are already depleted, we will not be able to grant any more requests, so please get your proposal in early! You must be a current Martinez PTSA member to request PTSA funds. Grants are limited to $500.00 per teacher, per school year. .

If you have any questions about the Classroom Grant Program, or about the proposal process or form, please e-mail me at classroomgrants@martinezPTSA.com.

Thank you!
Joy Malivuk
Martinez Classroom Grants Chair

Teacher/Staff Member Name: _____

Date:_____

Email for questions: _____

Item Description (or attach a printout Showing the item details):

_____

Item number/SKU/Ordering Code: _____

Store/Website where it can be purchased: _____

Cost Per Item: _____

Total Amount Requested:$_____

*If multiple or different Items, please attach a separate page for each unique item requested

Please describe how you will use your proposed item: _____

_____

_____

_____

Who will your items benefit: _____

_____

PTSA Action (PTSA Use Only):

Principle Approval: _____Date: _____

Approved: _____Held for further Information: _____ Denied: _____

Signature of PTSA President: _____

Date: _____