

WEST HIGH PTSO

Helping to make West the BEST!



Staff Enrichment Funds Program

2023-2024 School Year *(must be a PTSO member to be eligible)*

REQUEST FOR FUNDING

Name: _____ Request Date: _____

Department: _____ Total Request Amount: _____
up to \$500.00

1. Describe the program, project, equipment and/or training for which funding is being requested, including the number of students that will benefit.

2. How will student learning be enhanced by this program, project, equipment and/or training?

3. What funds are needed for this project? Please list all expenses including specific items and dollar amounts. Only the amount you request will be considered – you will be responsible for any overages.

4. Please list contact information in case we need clarification or additional information:

Phone: _____ Email: _____

Department Chair's Signature (required):

Executive Principal's Signature (required):

Please submit this completed form, and any additional documentation via email to Nikki Freeman (knfreeman@utmck.edu) or leave in the PTSO box in the mailroom.

Feel free to attach additional information describing your request.

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Explanation of Program: Each school year, the West High PTSO budgets funding for enrichment. There will be an OPEN opportunity to apply for funds, from the start of school through April 1, 2024. Any applications received *after* April 1, 2024, will be not approved and returned.

Who May Apply: any current West High School faculty or staff member, that joins the PTSO.

Amount(s) Available: Up to \$500.00 per application but larger requests will be considered if the award will benefit multiple faculty, staff and/or students.

Enrichment Fund Guidelines:

1. Faculty and staff must be a PTSO member to receive funding (faculty dues are \$5.00, with any additional contribution going to enrichment).
2. Requests related to teaching and classroom support will be given first consideration.
3. Please discuss your request with your department chair.
4. Creative and new ideas or activities are welcome.
5. Requests must include specific cost amounts/estimates, or they will not be considered.
6. All requests will be reviewed and presented to the PTSO Board for a vote at the meeting following the deadline. Notification of awards will be sent shortly thereafter.

*****This program does not cover requests for teams, clubs, conferences, or social fees.***

Examples of Previously Funded Requests: Choral and instrumental sheet music, foreign language magazines and novels, nutrition lab ingredients, theater scripts, art magazines, vocabulary materials, guest lecturers, science specimens, classroom materials for special projects, and classroom sessions with an animator.

Staff Enrichment Funds Request Deadlines:

All requests can be submitted at any time from the beginning of school through April 1, 2024, if they are a member of the PTSO.

Please email Nikki Freeman (knfreeman@utmck.edu) if you have any questions about this program.

We look forward to your requests!