



**Staff Enrichment Funds Program
2021-2022 FIRST Semester
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): _____

*Please submit this completed form by Friday, October 1st, at 3:30 p.m.
via email (nikkifreemanrx@yahoo.com) or to the PTSO box in the mailroom.*

If needed, you may attach additional information describing your request.



**Staff Enrichment Funds Program
2021-2022 SECOND Semester
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): _____

*Please submit this completed form by **Friday, February 11th**, at 3:30 p.m.
via email (nikkifreemanrx@yahoo.com) or to the PTSO box in the mailroom.*

If needed, you may attach additional information describing your request.

WEST HIGH PTSO

Helping to make West the BEST!



Explanation of Program: Each school year, the West High PTSO budgets funding for enrichment. This school year, there are two (2) opportunities to apply for funds. Once in the fall semester (October 1st deadline) and the second in the winter semester (February 11th deadline). ****The West High PTSO Enrichment Funds Program Request for Funding form is available on the West High website under Teacher Resources.**

Who May Apply: any current West High School faculty or staff member

Amount(s) Available: Up to \$500.00 per application but larger requests will be considered if the award will benefit multiple teachers/staff and/or students. Previous year's awards ranged from \$80.00 to \$550.00.

Enrichment Fund Guidelines:

1. Teachers and staff must be PTSO members to receive grants (PTSO dues are \$5.00 for faculty staff and membership forms are available in the mailroom).
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 must be submitted by **Friday, October 1, 2021 at 3:30 p.m.** for the 1st semester and by **Friday, February 11, 2022 at 3:30 p.m.** for the 2nd semester.

Please email Nikki Freeman (nikkifreemanrx@yahoo.com) if you have any questions about this program.

We look forward to your requests!