



AHS - PTSA

every child...one voice

This is a 2 page document – you can find the funding request form on page 2.

PTSA Funds for School Program Support, Teacher and Student Development

August 31, 2010

Dear AHS Teacher/Staff Member,

Every year the AHS PTSA allocates some of its funds to support requests for school program activities, teacher and student development. We encourage teachers and staff to submit requests for activities that would otherwise not be funded directly by the school such as, transportation expenses for educational field trips, special one-time low-cost equipment for classroom activities, teacher workshop/conference attendance, and other similar activities that aim to improve students' and teachers' learning.

For the 2010-2011 school year the amounts budgeted for these activities are: School Program Support - \$4,500; Professional Development for Teachers - \$4,000; and Student Development - \$1,700.

Consideration will be given to those requests that: benefit the greatest number of students possible; embrace diversity; allow economically-disadvantaged students to participate in educational events; improve teachers understanding of diverse/ethnic cultures; as well as other criteria that the PTSA deems relevant to consider.

Some of the activities/items we supported in the prior year were: financial support for ESOL students to attend a Shakespeare performance; a new 3-tier display for the library; transportation for business students to visit the Fairfax Co. courthouse; the Black History Bowl; Model UN; prizes for the Science Fair; and the PTSA helped offset some costs associated with professional development opportunities.

When submitting your requests, please attach supporting information that will assist the PTSA in making a favorable decision. **Last date for submission of requests will be Monday, April 25, 2011 (the day before our last PTSA meeting of the year).** However, considering that most funds will be disbursed as requests are presented to the PTSA, we strongly encourage you to make an early decision and plan to submit your requests as soon as possible. Once allocated funds reach the maximum amounts budgeted, the PTSA will not be able to fund any more activities.

Should your request be granted, we kindly request your feedback on the activities that the PTSA funded and the impact it had on our students. We love to hear about the activities you do and particularly those that the PTSA is able to fund.

To request funds please complete the attached 2010-2011 request form which is also available at www.annandalehsptsa.org and submit it along with any supporting documentation to Emily Slough, PTSA President and Charlie Hookey, PTSA Treasurer at the email addresses indicated below or place requests in the PTSA mailbox located in the Main Office.

Emily Slough – AHSPTSAS2010@hotmail.com

Charlie Hookey – cfhookey@hotmail.com



AHS PTSA FACULTY/STAFF REQUEST FOR FUNDING

▶ PLEASE INDICATE THE TYPE OF SUPPORT YOU ARE REQUESTING:

SCHOOL PROGRAM SUPPORT

TEACHER DEVELOPMENT

STUDENT DEVELOPMENT

NAME OF TEACHER: _____ PTSA MEMBER? YES NO

DEPARTMENT/CLASS: _____

AMOUNT OF REQUEST: \$ _____ DATE: _____

CHECK PAYABLE TO: _____

NATURE OF REQUEST: _____

DIRECT IMPACT ON AHS STUDENTS: _____

*HOW MANY STUDENTS? _____ *HOW MUCH ARE THEY CONTRIBUTING? _____

*Note. Line immediately above is applicable to School Program Support

ATTACH COPY OF APPLICATION AND/OR FLYER DESCRIBING ACTIVITY, CLASS OR WORKSHOP AND ANY DOCUMENT REPRESENTING THIS REQUEST.

(Information below is for PTSA use only)

APPROVAL \$ _____

Under & Including \$200.00

Signature of PTSA Officer

Signature of PTSA Officer

Over \$200.00 – Finance Committee Meeting dated _____,

Signature of Finance Committee Member

Signature of Finance Committee Member

Over \$500.00 – Board Meeting Dated _____ to be included in minutes.

CHECK # _____ DATED: _____

ISSUED TO: _____

CHARGE TO: _____