



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

2011-2012 School Year

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.

Some of the activities/items we supported in the past were: financial support for ESOL and general ed students to attend Shakespeare performances; new technology; 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.

For the 2011-2012 school year the amounts budgeted for these activities are: School Program Support - \$4,500; Professional Development for Teachers - \$3,500; and Student Development - \$1,750.

- 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. **It is important to note that the PTSA cannot fund requests for staffing (we cannot pay for a substitute teacher).**
- When submitting your requests, please attach supporting information that will assist the PTSA in making a favorable decision.
- Please plan to attend the next PTSA meeting after you submit your request in order to be present should there be questions about your request.

Last date for submission of requests will be Monday, May 14, 2012 (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.

To request funds please complete the attached 2011-2012 request form which is also available at www.annandalehsptsa.org and submit it along with any supporting documentation to Emily Slough, PTSA President and Loretta Prencipe, PTSA Treasurer, at the email addresses indicated below or place requests in the PTSA mailbox located in the Main Office.

Emily Slough – president@annandalehsptsa.org

Loretta Prencipe – treasurer@annandalehsptsa.org



AHS PTSA FACULTY/STAFF REQUEST FOR FUNDING

PLEASE INDICATE THE TYPE OF SUPPORT YOU ARE REQUESTING:

SCHOOL PROGRAM SUPPORT TEACHER DEVELOPMENT STUDENT DEVELOPMENT

YOUR NAME: _____ PTSA MEMBER? YES NO

EMAIL _____ PHONE _____

DEPARTMENT/CLASS: _____

AMOUNT OF REQUEST: \$ _____ TODAY'S DATE: _____

NATURE OF REQUEST: _____

DIRECT IMPACT ON AHS STUDENTS: _____

WHAT OTHER SOURCES OF FUNDING ARE AVAILABLE THAT YOU CAN/WILL USE? _____

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

*applicable to School Program & Student Program Support requests

CHECK PAYABLE TO: _____ **DATE NEEDED:** _____

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 and including \$200	
_____ Signature of PTSA Officer	_____ Signature of PTSA Officer
Over \$200 – Finance Committee Meeting dated _____	
_____ Signature of PTSA Officer	_____ Signature of PTSA Officer
Over \$500 – Board Meeting Dated _____	

CHECK # _____ DATED: _____

ISSUED TO: _____

CHARGE TO: _____