



## St. Augustine High School PTO Fast Track Funding Application

The SAHS PTO Executive Board is pleased to announce the availability of funding for a variety of curricular, equipment, professional development, and other classroom needs. The PTO encourages each Academic Department Team (Math, English, Science and Social Studies), Elective and Academy Areas (Art, P.E., Music, Drama, IT, AVID, AICE, ROTC, Aerospace, Law and Teaching Academies) and other resource faculty (ESE, Media Center, Guidance, etc.) to submit requests for funding. **Two sign-offs are needed: one by your department head and then Mr. Brown will sign off on all grants for final approval.** Preference will be given to grant requests that will **benefit a majority of students.**

To apply for Fast Track Funding, please complete the application form and submit it via email (after approvals have been received) [thehivepto@gmail.com](mailto:thehivepto@gmail.com) or you may also leave a hard copy in the PTO Box in the front office.

Applicants are asked to present their requests at the next PTO Meeting. If you are unable to attend to present your request, you have 2 options:

- 1) Ask a colleague to attend and present for you
- 2) Contact a PTO Board Member directly and ask them to present the request on your behalf

Please note: assigning a proxy to present your request could result in the delay of funds if additional questions arise that cannot be answered by the proxy.

Upon approval, funds will be available immediately and should be expended no later than May 1, 2024.

Please note: The PTO is unable to fund items purchased prior to submitting the request and receiving appropriate approval.

Name: \_\_\_\_\_

Subject/Elective: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Please provide a brief overview/description of request:

- How funds will be used?
- How will the grant positively impact educational experiences for students?
- How many students will be impacted?
- Are other funds available to put towards this funding request (through Academy funding or school funding)? If yes, please list amounts.
- Has this project ever been implemented or funded by another grant? If so, what were the outcomes?
- Attach any supporting materials or other documentation. Please include Itemized costs.

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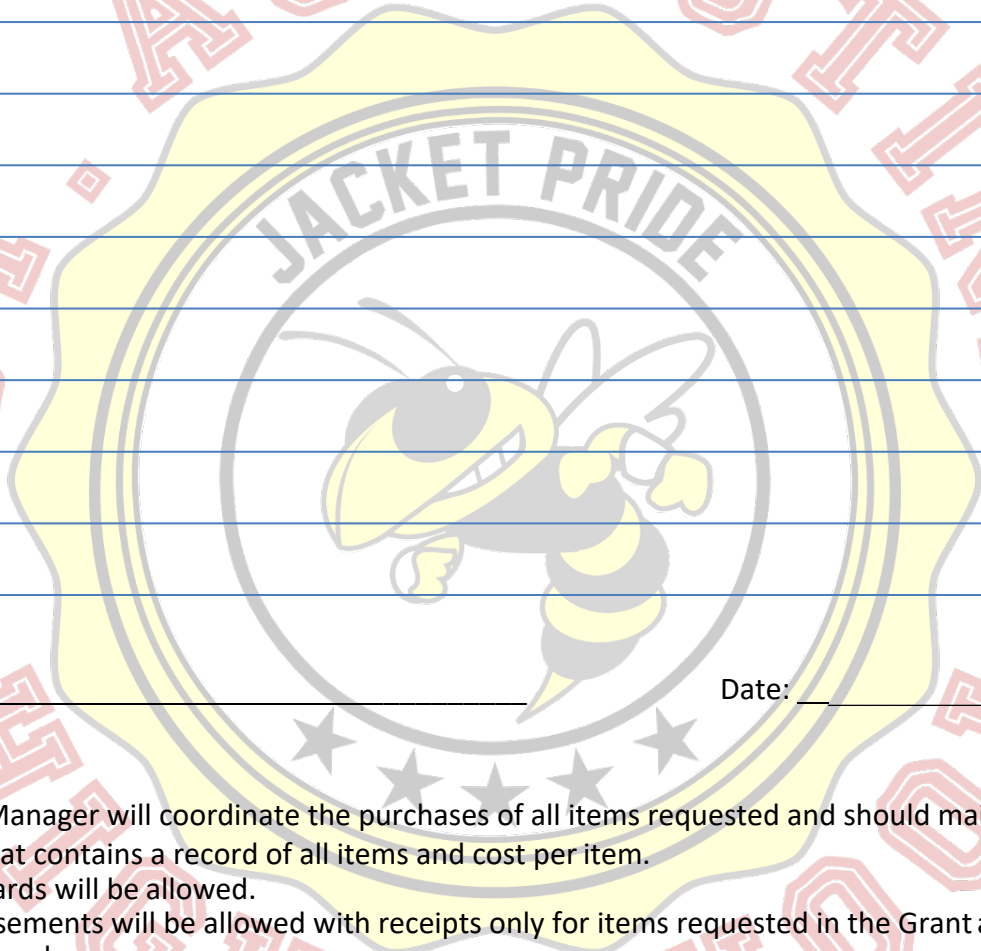
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Project Manager will coordinate the purchases of all items requested and should maintain a ledger that contains a record of all items and cost per item.
- No gift cards will be allowed.
- Reimbursements will be allowed with receipts only for items requested in the Grant application and preapproved.
- Appointments can be made with the PTO Treasurer to make purchases with the PTO debit card (have items ready in a wishlist or shopping cart) by emailing [thehivepto@gmail.com](mailto:thehivepto@gmail.com).

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Mr. Brown Approval: \_\_\_\_\_ Date: \_\_\_\_\_