

Teacher Grant Program 2010-2011 School Year

The St. Mary Magdalene Parent School Organization (PSO) is excited to offer a Teacher Grant Program for the remainder of the 2010-2011 school year. The purpose of this program is to provide St. Mary Magdalene teachers the opportunity to apply for money that can be used for programs and/or tools to increase the academic and faith experience of our students. Applications will be considered on a first come basis and will be considered by the Executive Boards of the PSO case by case as expeditiously as possible.

The PSO's hope is that the grants will enable the teachers of St. Mary Magdalene to acquire and incorporate creative programs and tools for the academic and faith enrichment of the students. As a rule of thumb, the PSO prefers expenditures that impact a greater number of students. However, do not be afraid to be creative in your requests. Questions can be directed to the PSO President, Treasurer or anyone on the Executive Board.

What can the money be used for?

Monies requested must be used for programs and/or other educational tools that benefit students at St. Mary Magdalene School in their academic or faith development.

Process to follow:

- a.) The Application – The first step is to complete an application and submit it to the PSO Treasurer by email or by hard copy left in the PSO Treasurer's box in the office. An application form is attached to this memorandum.
- b.) Presentation to Executive Board – Depending on the nature of the request and whether additional information is required by the PSO Board in order to make a decision, the teacher(s) making the application might be requested to attend a PSO meeting to discuss the request. The Executive Board meets on the first Tuesday of every month.
- c.) Voting – The PSO Executive Board will vote on each proposal as soon as possible, including by email prior to the next schedule board meeting if the proposal lends itself to such a vote. The goal will be to make decisions as expeditiously as possible to enable teachers to use grants before the end of the school year. Each applicant will be notified as soon as possible about the outcome of any vote.

Possible Questions/Answers:

- 1.) Can more than one teacher complete an application for a program or educational tool that will be shared among them?
Answer: Yes, teachers can combine their application for a program or educational tool that will impact a greater amount of students.
- 2.) If I receive money for an educational tool (e.g. LCD Projector, cooking utensils), does the property belong to me/the teacher or St. Mary Magdalene School but in my possession as long as I am employed at the school?
Answer: Items are to be considered the property of St. Mary Magdalene School. However, the teacher will have responsibility/possession of the property.

Teacher Grant Application

Teacher Name(s):

Grade/Subject:

Date:

What type of Grant is being applied for? (Check with an X, all that apply)

Program

Tools

Describe how the tool or program will be utilized in the classroom

What is the estimated cost of the program and/or tool?

How many students will be impacted?

**Thank you for taking the time to apply,
The Parent/School Organization**