

# East Lansing High School Parent Council

TO: ELHS Teacher and Staff  
FROM: ELHS Parent Council  
DATE: August 29, 2019  
RE: Teacher grants

Hello, teachers and staff!

The ELHS Parent Council is again welcoming teacher grant requests from you. Please complete the attached ELHS Parent Council Grant Application form if you have proposed funding needs for classroom or other instructional costs that you would like the Parent Council to consider funding. Because we've had to reduce our budget, here are some new modifications:

1. The grant limit is now \$1,000 per request
2. Because of the limit, we are asking that requests that include transportation solicit donations for the transportation part of the trip.

#### **Purposes eligible for Parent Council grants include:**

1. Materials, supplies, and devices that aid, enable, or enhance classroom instruction, and that are not reasonably available through the District's funding and procurement processes;
2. Specialized publications, reference materials, or software, that aid or enable classroom instruction, and that are not available through the District's textbook, teaching materials, or technology procurement processes;
3. Expenses for field trip or in-school assembly or instructional experiences that further academic purposes;
4. Matching funds for academic-related grants awarded by other organizations.

#### **Purposes not eligible for Parent Council grants include:**

1. Donations to charitable causes not directly related to ELHS academic purposes;
2. Classroom textbook purchases that are the appropriately funded through District textbook procurement processes;
3. Teacher compensation or professional development expenses.

*Any grant application for classroom technology must be approved by Christian Palasty.*

All grant requests need to be sign by your department chair, and Andrew Wells. Please put your completed Grant Application form into the Parent Council mailbox\* in the school office or submit it on-line. Please keep in mind that PC business meetings are very limited in time so we do most of our "discussion" regarding grant requests via email. This adds time to our process. **Thank you for all that you do for our students!**

Linda Wychers-Caldwell  
[eastlansingtomlinda@gmail.com](mailto:eastlansingtomlinda@gmail.com)  
517-348-2370

\*PLEASE EMAIL ME IF YOU PUT IT IN THE PC MAILBOX IN THE OFFICE. I DON'T MAKE IT TO THE SCHOOL AND DON'T WANT YOUR REQUEST TO SET IN THE MAILBOX UNREAD.

# ELHS Parent Council Teacher/Staff Grant Application Form

This form is provided to ELHS staff to submit requests for school-related spending needs to the ELHS Parent Council. All requests should be reviewed by the Council within 30 days of submission. No payments will be made until approved by the Council Board.

Item(s) Requested: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ School Position: \_\_\_\_\_

Contact E-Mail/Phone #: \_\_\_\_\_

Date of Request: \_\_\_\_\_ \$ Amount Requested: \_\_\_\_\_

Place a check by the criteria listed below to be considered for approval, adding an explanation of how each is satisfied:

\_\_\_\_\_ Are other funding sources also being pursued/applied to the purpose of your Parent Council grant request?

\_\_\_\_\_ Does the item serve one class, several classes, an entire grade, or the entire school?

\_\_\_\_\_ Is this item limited to a one-time use?

\_\_\_\_\_ Does this item involve a technology purchase?

\_\_\_\_\_ If so, has Christian Palasty approved your request?

Please briefly describe below the item you wish to have funded, or attach this info to this form

Payment/Reimbursement--Will you be:

\_\_\_\_\_ submitting receipts for reimbursement?

\_\_\_\_\_ providing info and having the Council send payment to a vendor? (If so, attach information regarding vendor name, address, and necessary contact information.)

\_\_\_\_\_ asking that money be deposited into the ELHS general account for disbursement?

When completed, place this form (signed by the department chair and school principal) in the Parent Council mailbox in the main office. *Please email Linda when an application is placed in the mailbox.* For questions, contact Linda Wychers-Caldwell, Council V-P for Teacher Grants, [eastlansingtomlinda@gmail.com](mailto:eastlansingtomlinda@gmail.com), or Lisa Rutkowski, PC President, [6rutkowski@gmail.com](mailto:6rutkowski@gmail.com).

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
ELHS Principal's Signature