

**ORANGE HIGH SCHOOL PTA**  
**Guidelines for Grants for Educational Submission**  
**2022-2023 School Year**

1. Students/classrooms must receive a direct benefit(s) from the purchase.
2. The grant request cannot exceed **\$300** per teacher, ***including shipping***. Since both PTA and Orange High School are tax-exempt organizations, there should be no tax. Please remember to include shipping costs in your application.
3. Teachers can bundle their requests for items that cost more than \$300, as long as the grant request per teacher does not exceed \$300. (For example, two teachers can bundle a grant request for an item that totals \$600.)
4. The following expenses are **not** accepted: teacher education/training, development, furniture, club activities, gift cards, annual requests for the same item, maintenance, or significant technology purchases.
5. If requests exceed available funds, the PTA Education Grants Committee will review and rank applications by need and the number of students to benefit as primary criteria and will approve the highest-ranked applications.
6. Once purchased, all items become the property of OHS.  
**Note:** If your grant request pertains to technology, please contact Jennette Irish-Glass at x2238 or [jirish-glass@orangecsd.org](mailto:jirish-glass@orangecsd.org) to ensure that your request is in line with district standards prior to submitting the application.
7. To be eligible to apply for an OHS PTA Educational grant, you must be a ***member of the OHS PTA***. If you are not yet an OHS PTA member for this school year, please complete the membership form ([click here for the link](#)). **Please note that all teachers included on a bundled request application must be OHS PTA members.**

PTA appreciates the opportunity to enhance the learning environment for OHS students. We hope you will take advantage of this unique opportunity and submit your [PTA Grants for Education Application](#) by **Friday, December 02, 2022**. Notification of application status will be communicated in January. If approved, funds will be available in February 2023.

Please contact us with any questions.

Sincerely,

Lisa Friedman ([lbjfriedman@gmail.com](mailto:lbjfriedman@gmail.com)) & Melissa Bilsky ([melissabilsky@sbcglobal.net](mailto:melissabilsky@sbcglobal.net))

OHS PTA Educational Grants Co-Chairs