

# **The Hoover PTO**

## **Bright Ideas Mini-Grant Program**

The Hoover PTO will provide funds so that teachers may enhance student learning by developing creative lessons which will meet academic performance standards. Tools, resources and materials may be needed to reach their goals. We urge all teachers to apply for these mini-grants through the BRIGHT IDEAS program. Please complete the form below or request a hard copy from Mrs. Woodbrey. Upon completion please either e-mail the form to Mrs. Woodbrey or place the hard copy form in Mrs. Woodbrey's mailbox. Mrs. Woodbrey is the Hoover teacher liaison for this committee and will be pleased to assist you with any questions. A committee will meet periodically to review the requests and notify all parties of their decision. Please do your best to find the most economical quote for the items you are requesting. September/October grant funds should be utilized before release for the Winter break. February grant funds should be utilized before release for Spring break.

# HOOVER PTO

## “Bright Ideas” Mini Grant

**Project Title:**

**Teacher(s):**

**Number of Students:**

**Grade Level:**

**Target Group:**

**Project Description:**

**Goals of the Project:**

**Expected Completion Date:** none, on-going every year

**Detail How the Project Will Be Evaluated:**

**Total Funds Requested:**

*(Itemize expenses by priority)*

**Please note:** Please do your best to find the most economical quote for the items you are requesting. See Mrs. Woodbrey if you need assistance. September/October grant funds awarded should be utilized before release for the Winter break. February grant funds awarded should be utilized before release for Spring break.

## **BRIGHT IDEA GRANTS GUIDELINES:**

1. Submit Grant Application to Mrs. Woodbrey for PTO approval.
2. Receive Grant Approval from PTO (copy will be placed in your mailbox).
3. You purchase the items unless the items need to be ordered; then a Purchase Order will need to be completed and vendor will be contacted by bookkeeper to make sure they accept school PO's.
4. ***DO NOT PURCHASE ANY ITEMS BEFORE YOU ARE APPROVED BY PTO***
5. ***DO NOT PURCHASE ANY ITEMS BEFORE YOU HAVE SPOKEN WITH THE BOOKKEEPER SO A PURCHASE ORDER CAN BE DONE BEFORE THE PURCHASE IS MADE! IT IS IMPERATIVE THAT THE DATE ON THE PURCHASE ORDER IS BEFORE THE DATE ON YOUR RECEIPT.***
6. A check is then made out to you for the purchases you made
7. A request is done to PTO treasure for the School's Internal Account to be reimbursed
8. PTO issues check to Hoover Middle School and bookkeeper deposits into Internal Account that was used to pay teacher who purchased items.
9. Any awarded grant funds should be utilized according to the guidelines above.
10. Do your best to locate the most economical quotes. Please see Mrs. Woodbrey for assistance.

*If you need a copy of the Tax Exempt Form you may request a copy for your purchase*

The PTO cannot write a check directly to an individual because it throws up a red flag during an audit of their accounts (a check back to a school board employee). **All purchases for the school regardless of the purpose are to be set up with the bookkeeper prior to purchase.**

**DON'T FORGET:** Please make sure you do a purchase order and get approval before making any purchase.

**DO NOT PURCHASE ANYTHING** without letting doing a purchase order through the bookkeeper. A purchase order **MUST BE DONE** before any items are purchased.

**Thank you for applying for a PTO Grant  
Mrs. Woodbrey  
PTO Bright Ideas Chair**