

## Medfield High School PTO, Inc. Grant Request Process

1. Put together a prioritized list of what you need and how much it will cost. Do this well in advance of the need!
2. Present the needs to the appropriate school authority (content specialist, athletic director, dean, principal...) to determine if there is funding available in the budget.
3. If your need is extra-curricular, consider sources of money such as targeted funds at the Medfield Foundation or fundraisers such as youth clinics or performance ticket sales. Groups might also be able to host an Italian Groceria fundraiser night by contacting them directly to arrange a dedicated night for their organization  
**NOTE: All fundraising must be done with approval of the school administration and funds must be held by a recognized non-profit organization. MHS PTO, Inc. is a 501 (c) 3 non-profit organization and can provide a mechanism for these needs.**
4. If money from the budget and fundraising will not meet the needs, determine if your needs qualify for consideration for a PTO grant request. To qualify for consideration, needs must be consistent with the purposes of the MHS PTO. The PTO can support academics, student body, the arts, athletics, wellness and more for the entire High School community. The MHS PTO can stimulate an interest in any Medfield High SCHOOL activities, including extra-curricular, among Medfield High School students, parents, and community. All MHS personnel and others applying on behalf of MHS, are eligible to submit a grant request.
5. If your needs are consistent with the purposes of the PTO, complete and submit a Grant Request Form to MHS PTO. Please note requests require signature of immediate MHS authority. Requests are due at least one week before the monthly MHS PTO meeting. See page 2 for a list of grant application deadlines.
6. Prior to the monthly meeting, the PTO Co-Presidents will REVIEW your request and may contact you with questions.
7. At the meeting each request is discussed, also taking into account available MHS PTO funds. After discussion a member VOTE will be taken. A simple majority of those PTO members present is required for approval. Shortly after the meeting, you will be notified in writing with the results of the vote.

### 8. To request payment for an approved grant:

1. Obtain an INVOICE from the vendor including line item detail. Add a description of the grant and your signature to indicate approval. Please use an MHS purchase order IF the vendor requires one, and still follow the above procedure for payment.

OR

2. To be reimbursed for OUT-OF-POCKET expenses, organize and tally original receipts. Include your name (payee) and the grant description.
3. For out-of-pocket expenses and invoices, please submit all documents to **Attn: Tara Oliveto PTO Treasurer, at 88R Medfield, MA 02052** or you can put paperwork in the PTO mailbox in the MHS mailroom. Please allow 2-weeks for processing.

If you have any questions about the grant process, please contact Janie Boylan at [janie24.boylan@gmail.com](mailto:janie24.boylan@gmail.com)

Grant Applications must be submitted by email to Janie Boylan [janie24.boylan@gmail.com](mailto:janie24.boylan@gmail.com) at least one week in advance of the High School PTO meeting date.

**See homepage of MHS PTO for future meeting dates :**  
[www.medfieldhspto.com](http://www.medfieldhspto.com)