

# Harper PTO Grant Guidelines

The Goals of the Parent and Teacher Organization are:

1. To provide funds to benefit all students throughout their HISD education.
2. To limit the amount of fund raising events so as to not create a burden on the parents, teachers, and supporters--as well as the students of our District.
3. To provide cost effective fund raising events that allow teachers to concentrate their efforts in the classroom.
4. To distribute funds for educational purposes.

Due to the huge responsibility to the parents, teachers, students, and supporters of our District, the PTO has set some guidelines as to the distribution of funds raised throughout the school year. The guidelines are as follows:

- All funds distributed will be used for health and safety, promotional, and educational programs.
- Holiday class parties and gifts do not meet the criteria for fund distribution and are not covered under this Grant Request form.
- Funding for field trips is considered on a case by case basis, with educational trips receiving preference over other types of trips. Other trips will be considered, providing the funds are available.
- All requests are to be submitted in writing to the Grant Committee for review.
- Student/teacher consumable supplies, classroom decorations, and instructional materials are provided through District funding. If an item is not covered by the District, it is eligible for grant consideration.

Grant Request forms are available online and may be submitted throughout the school year anytime a need arises, regardless of previously awarded grants. In order for the Grant Committee to fully understand the Grant Request, the PTO asks those requesting funds to:

- Fill out the form completely
- Be specific on items needed
- Understand that more information may be requested for clarification purposes.
- We ask that the Principal's Signature represent that no other funding is available for this request.

The PTO would like to continue to contribute to substantial projects, as we have with playground equipment, outdoor classroom, and digital marquee. Projects that will benefit the students now as well as meet educational District needs in the future.