

Mundelein School District 75 PTO Teacher Grant Request Form

2024-2025 SCHOOL YEAR

Purpose:

D75 PTO will be offering a Teacher Grant Program for the 2024 - 2025 school year. The PTO considers the Teacher Grant Program to be an investment designed to support creative and innovative ideas for learning. These methods should support the curriculum and positively enhance student learning while aligning with the District 75 PTO mission statement to build a bright future for our students, to work together to be united, and to create enrichment opportunities for our school community.

Eligible applicants:

Any part or full time teachers within D75 may apply.

Grant limits:

Grant awards will have no minimum or maximum limits per grant request. Each teacher or group may apply for one grant per month. There will be no limit on the amount of times you can apply/receive grant funds, but priority will go to those that have not received any grant funds in this fiscal year (7/2024-7/2025)

Requirements and Procedures:

1. One application may be submitted per teacher, individually or as part of a group per month.
2. Complete the below form and return to your school's PTO mailbox. Please include any applicable attachments to your grant application. Requested funds **MUST** include all tax and shipping costs. Only the amount requested will be paid out, no more. All requests need to be received one week prior to the current month's PTO meeting to be voted on; grants are only accepted until the April meeting. Please make sure your principal has signed off on the grant before turning it into the PTO mailbox.
3. Email d75ptotreasurer@gmail.com to notify that the grant has been turned in.
4. The PTO board will review each application to ensure that it supports the curriculum.
5. Grants that are deemed to align with the PTO mission statement will then have the requesting person(s) invited to the following board meeting where they will present their request to the board and members in attendance.
6. Grants need a majority vote to be approved.
7. Grant applicants **MUST** attend the PTO meeting to present their grant.
8. Any item(s) purchased with grant funds will remain the property of D75 and will remain in the district should the grant requester leave the district or retire.
9. Once the grant is approved, the PTO will purchase the items and have them delivered to the requester's school.
10. When items from PTO grants are received, please email d75ptotreasurer@gmail.com to verify delivery is complete.
11. When possible, please email photos of grant items in use or how they have impacted your classroom/teaching experience. These photos will be used on the D75PTO social media to convey positive outcomes of PTO fundraising efforts.
12. At this time storage based grants will not be accepted.

DATE: _____

SUBMITTED BY (INDIVIDUAL/GROUP): _____

APPLICANT PHONE NUMBER: _____

APPLICANT EMAIL ADDRESS: _____

WHAT GRADE DO YOU TEACH? _____

HOW MANY STUDENTS WILL BENEFIT FROM THIS GRANT? _____

FOCUS OF THE GRANT: _____

HOW WILL THE MATERIALS/PROJECT BENEFIT YOUR CURRICULUM/DEPARTMENT? _____

DESCRIPTION OF MATERIALS/PROJECT REQUESTED: _____

AMOUNT REQUESTED(INCLUDE TAX AND SHIPPING):\$ _____

PRINCIPAL'S SIGNATURE: _____

PTO MEETING SCHEDULE

2024-2025 SCHOOL YEAR

September 4th	7:00pm	CSMS	855 W Hawley St
October 9th	7:00pm	CSMS	855 W Hawley St
November 6th	7:00pm	CSMS	855 W Hawley St
January 8th	7:00pm	CSMS	855 W Hawley St
February 5th	7:00pm	CSMS	855 W Hawley St
March 4th	7:00pm	CSMS	855 W Hawley St
April 9th*	7:00pm	CSMS	855 W Hawley St
May 14th	7:00pm	CSMS	855 W Hawley St

Grants must be submitted 1 week prior to our April meeting for the 2024-2025 school year



<https://district75pto.ptboard.com>



<https://d75-pto.square.site/>