

Classroom & Grade Level Support Funds

The Oak Hill PTA allocates a portion of its revenue to classroom and grade-level support. These programs are explained below:

Classroom Support

- The PTA will reimburse each full-time teacher up to \$150 and each part-time teacher up to \$75 for supplies to enhance your classroom and lessons. Walking field trips and classroom celebrations do not qualify for use of these funds.
- The PTA cannot reimburse the purchase of gift cards. If you use classroom support funds to purchase a Groupon or similar coupon, that receipt must be accompanied by the final receipt showing the coupon's use.
- Teachers may use their funds to purchase classroom-related app purchases for iPads. Whether the credit card associated with your iTunes account or a gift card is used to make the purchase, you must supply a dated copy of the purchase history listing the apps purchased and their prices to be reimbursed. Reimbursement is offered for the purchase of apps, not gift cards.
- *Original* receipts must be attached to a completed disbursement request (see Forms section of the PTA website) and submitted to the PTA treasurer. Be sure to note "classroom support" as the budget item charged. Please keep a copy for yourself and place all originals in my folder in the bottom left drawer of the PTA desk.
- Teachers may direct all, or any portion of, their classroom support funds toward a grade level activity, as described above. Please e-mail the PTA treasurer in advance if that is your intention.
- ***Submission deadline is December 21, 2012.***

Grade-Level Support

- The PTA will provide funds to be applied toward programs that benefit all of the students in your grade this year. The amount available is \$300 for grades K-2 and \$350 for grades 3-6.
- The team should decide how it wishes to allocate its funds. The intent of these funds is to provide students with a grade-level appropriate learning activity. Possible uses include: in-house field trips, curriculum kit purchase or rental, and special days like Colonial Day. Celebrations, walking field trips and items that do not benefit the entire grade or that are not curriculum related are not intended uses for these funds.
- Please be sure to save original receipts or invoices for these activities and to submit them immediately upon completion, along with a completed disbursement request (see Forms section of the PTA website) listing "Grade Level Support" as the budget item charged. If you submit purchases through the school, please be sure that Judy Evans knows you are using your grade level support funds to offset the cost.
- ***Team leads should e-mail the PTA treasurer by October 1, 2012*** with the planned use and approximate timeframe of the activity.