

August 26, 2019

Dear GHS Faculty Member,

The GHS PTA is excited to support your classroom instruction with funding to provide additional opportunities to your students to enrich their learning experience. We are reaching out to you now to make you aware of procedural changes to our processing which we hope will help us to distribute the funds in an efficient and equitable manner. The instructions below **MUST** be followed to allow for the form, submission process, and governing guidelines to proceed efficiently. **Please read the following information carefully to make sure that your request works its way smoothly through the process as significant changes to the procedure have been made.**

GUIDELINES:

TIMELINE

Please note that we will consider applications on a rolling basis and will no longer have a fall and spring deadline. Please try to submit applications as soon as possible, however, because we have allocated funds on a semester basis and earlier applications will stand a better chance of being funded.

- Applications can take up to 2 weeks to be reviewed by the Curriculum Enrichment Committee
- You will be notified via email of any questions we might have, and whether or not the request is approved in full or partially.
- We encourage teachers to work together to maximize equity of opportunities to students where possible and curriculum appropriate.
- **EVENT CANCELLATION** - Please check event cancellation policies carefully. Do NOT pre-purchase tickets to events. We cannot guarantee approval or availability of funds.

FUNDING CRITERIA

- The GHS PTA has allocated funding for Curriculum Enrichment (CE) in the 2019-2020 GHS PTA budget, which provides supplementary funding for:
 - Field trips
 - Speakers
 - Performances
 - Workshops
 - Other curriculum related and school sponsored activities.
- GHS PTA CE **does not** fund:
 - Meals for students during an event or trip.

- Expenses that exceed **\$45 per student per event**. The full cost of the event/experience may exceed \$45 per student, but GHS PTA CE funding cannot exceed \$45 per student.
 - Locations within 50 miles of GHS should use yellow school buses for contracting transportation.
- Every student is required to contribute toward the cost of the event.
 - Student contributions are set at a minimum of \$5.
 - The PTA provides separate financial assistance through its Outreach Program for students with financial need. Students should see their guidance counselor for specific procedures.
 - Events that are school-wide offerings may be considered by the GHS PTA to allow for elimination of a student contribution.
- Documentation confirming the costs involved in providing the experience is required when submitting the request. Requests will NOT be considered until all supporting documentation has been submitted to the GHS PTA Curriculum Enrichment Chair.
 - CE Form must be submitted with ALL corresponding invoices.
 - An invoice from the provider of the service, program or event for the full amount they are charging for the service, program or event must be submitted.
 - There must be an Invoice for EACH vendor (place of interest, transportation).
 - A URL link to a website including program, event, or service costs **CANNOT** be accepted.
 - Consult with the GHS PTA CE Chair if you have any questions regarding this element.
 - Documentation should be attached to the email in the following ways:
 - Scan the material. Attach the pdf to the email.
 - Take a photo of the materials with your phone. Attach the jpg to the email.
 - Attach the file that was sent to you by the vendor.
 - **Rename EACH additional file (Invoices) with your Trip Name, i.e, LesMis1, LesMis2, LesMis3**

FORM SUBMISSION & APPROVAL

- The **auto-fill form** is available on the GHS website via the PTA **FORMS** tab. A copy of this letter is available as an active link on that web page as well. Note that the form is updated for 2019-2020 and we cannot process applications made with a previous year's form.
- The Curriculum Enrichment Request Form is an auto-fill form that can be completed on any computer supporting Microsoft Office 2007 or after. This includes all computers at GHS.
- Simply place your cursor in a shaded box to key in the information necessary for the request.
- **RENAME** the form.
 - Save the form with a filename that is your first and last initial immediately followed by the date as 6 digits, placed immediately before the original name of the form.
 - For example, if Ralph Mayo were to submit a form on September 1st the file name would read **RM090119Curric.Enrich.Form2019-20.doc**.
- Your request should also include all necessary supporting documentation as described in the guidelines section above.
- **The renamed Request Form should be attached to an email that is sent to your Department Head for approval.** The email must include the necessary supporting information as a file attachment.
- Once approved, the Department Head will forward the email to the Curriculum Enrichment Chair at Curriculum.Enrichment@ghspta.org. We will confirm receipt of the request by email to the faculty member and the Department Head.

- We will send a second, separate email including approval of the request to the faculty member submitting the form and copy the Department Head.

CE APPROVAL

- Applicants of approved requests will receive a check from the GHS PTA Treasurer.
 - Checks can only be written payable to “**GHS**” for the amount approved.
 - Applicants should deposit the checks with the GHS Account Clerk who will cut the check to the vendor(s).

Please feel free to contact me if you have any questions. We look forward to working with you throughout the school year to provide GHS students with extraordinary opportunities for curriculum enrichment.

Best regards,

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