



Gary L. Herod
Parent Teacher Organization
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www.herodpto.org

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Dear teachers and staff:

On behalf of the Herod Elementary PTO, I would like to explain a new instructional grant process that we are implementing this school year. Our parents and community work to raise funds so that we can support class room instruction. As parents, we are constantly impressed by the innovation and creativity demonstrated by our teachers and staff; it is a characteristic of Herod Elementary that makes the school such a wonderful learning environment. These grant funds are here to support your efforts and I hope you will take advantage of this opportunity.

In the past, the process for obtaining PTO funds was not always clear and may have involved multiple emails or conversations before approval was given. This new process is to make approval clearer and to forecast spending.

The new instructional grant process should be followed whenever you would like to request PTO funds that do not have a specific line item in our annual budget. A few examples of what the grants could provide funds for are props for performances, continuing education or conference fees or new classroom equipment. One exception is the Educational Aid that the PTO provides to all teachers and staff member to set up individual class rooms—those requests will not require a grant application.

The grant application should be filled out and placed in the Herod PTO mailbox in the office across from the front desk. We will review the grants monthly on approximately the second Friday of each month. Please have your application in the box by 4 pm the Thursday of the week before.

Once your application is reviewed, you will be able to proceed with making any purchases and submitting a check request for reimbursement. No principal signature will be required for check requests that are for approved grants. Please also keep in mind that items purchased with PTO funds become school property.

Please make sure if we are charged shipping for your requested grant items that the cost of shipping is included in the grant application. Also the PTO will not reimburse sales tax. If you need assistance with applying for sales tax exemption, please contact myself, Priscilla Valdez or Marjorie Reichard.

If you have any questions about your application and whether your proposal fits within our guidelines, please feel free to contact me. I am always happy to refine your application or answer questions.

I am excited to see the applications and hear about your exciting plans for your classrooms and students.

Best regards,

Cecilia Freedman

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