

West High School  
 PTSA / Eagle's Cache Grant Directions & Application  
 2009-2010 School Year

**Directions**

1. Due date - 2 weeks before PTSA meeting at which you would like grant to be discussed.

Meeting Date	Deadline for Applications
August 6, 2009	July 23, 2009
September 10, 2009	August 27, 2009
October 15, 2009	October 1, 2009
November 5, 2009	October 22, 2009
December 3, 2009	November 19, 2009
January 14, 2010	December 31, 2009
February 11, 2010	January 28, 2010
March 18, 2010	March 4, 2010
April 8, 2010	March 25, 2010
May 6, 2010	April 22, 2010

2. Download this document as a Word Document and complete the "Application" portion (see below). Please e-mail completed application to [westhighpts@gmail.com](mailto:westhighpts@gmail.com), and place in the Subject Line "Grant Liaison".

If there are attachments, then we prefer you attach them to the e-mail. You may leave a hard copy of the attachments in the PTSA mailbox in the faculty lounge, just let us know in the email. The PTSA Grant Liaison for 2009-2010 is Dayle Sherba, h345-6086, c240-5542. She will confirm by email within a week that the Application has been received.

Information you provide will be summarized similar to the following example.

Order/ Rep Attending	Contact / Group	Amount Requested	How it will be used	Financial and Other Information
1. Yes	Jane Doe w724-xxxx c242-xxxx <a href="mailto:doe_jane@asdk12.org">doe_jane@asdk12.org</a>  School Classes  Date : 2/17/09	\$300  4hrs x \$25/hr x 3 buses = \$300	Cover buses for Field Trip  Benefits 150 students	Field Trip underscores important principles covered in class.  No funds available from Department. No other source is practical. No club structure to support fundraising.

3. Send a representative to the next PTSA meeting.  
Additional questions about a grant application arise almost every time the PTSA discusses whether to fund it. Your representative is the best one to answer these questions. Also, it's often worthwhile for a representative to stay until the funding decision has been made. However, we will try to accommodate a representative's need to speak at a certain time, especially those who need to arrive late or leave early.

### **Application**

- a. Will a representative attend the next PTSA meeting?
- b. Contact person:  
Name:  
Phone number(s)  
Email:
- c. Organization / Activity / Group:
- d. Date form submitted:
- e. Total amount requested including whether it's an estimate or firm:
- f. Product to be purchased:
- g. Approx number of students participating or who will benefit:
- h. Explain how this request benefits your Organization/Activity/Group:
- i. If appropriate, explain how this request benefits the larger community of West High:
- j. Please discuss the following, if they are applicable to your grant. We would like to know about the current financial status and future plans regarding this grant. How much money do you have for this request so far? Did it come from students, parents, the Department? Tell us about any fundraising activities for this request, past or future. Tell us what other sources have contributed to this request or will be contacted.
- k. Include additional information such as deadlines, or anything else you feel would be useful to share with the PTSA.
- l. eScrip sign-ups are at no cost to you; all donations come from Carr/Safeway and are based on 1-4% of your purchases. This is the Carrs/Safeway program that produces funds for these projects.  
Are you signed up with eScrip?  
If you answered "No" please consider providing:  
your 11-digit Carrs/Safeway club card number:  
address associated with this card:
- m. Are you a member of the West High School PTSA (not required)?