

Anacortes High School PTSA

Process and Guidelines for Disbursal of Student Academic Enrichment Grant (SAEG) (2017-18)

Definition: The “Student Academic Enrichment Grant (SAEG)” line item of the AHS PTSA budget represents money that has been raised by the AHS PTSA to be made available to support a variety of school projects such as special programs, guest speakers, audio/visual equipment, supplemental classroom materials, musical instruments, special field trips or activities, PE equipment, computer software, books, or anything that will enrich the learning experience of students at AHS.

Process:

- All applicants must fill out the attached request form and submit it to the committee by the specified deadline.
- Chair prepares spreadsheet & packet for AHS Administration review/input.
- The special projects committee will review all requests and recommend to the PTSA Board which projects should be funded.
- The PTSA Board will review and approve the committee’s proposed funding.
- Applicants will be notified of the results and the funds will be disbursed. All requests for funds must be received by the last day of school or funding will be lost.

Committee: The special projects committee will consist of both parents and PTSA members.

Who can request: Any AHS staff member may apply to request funds. Any community members or students in the Anacortes School District may also apply.

Funds available: \$2000

Request/disbursal schedule:

- Request deadline – January 12, 2018
- AHS PTSA approval – early February, 2018
- Final Distribution of Funds – No later than the last day of April, 2018

The actual disbursal will be made in accordance with the standard policies of expenditure requests for PTSA funds; a receipt along with proper documentation must be provided in order for the check to be written.

Criteria for processing requests: The requests will be screened using the following criteria (not in priority order):

- Number of students whose AHS experience will be enhanced
- Whether the effects of the expenditure are one-time or on-going
- Educational value
- The perceived value of the item/project as measured by the amount of support for the project from other teachers, parents, students, etc.

Response: Each request will receive one of the following responses:

- Approve and Fully Fund
- Approve and Partially Fund
- Deny

Anacortes High School PTSA
Student Academic Enrichment Grant (SAEG) Application
(2017-18)

Name: _____ **Position (staff, student, community):** _____

Email: _____ **Phone:** _____

Describe use of funds: _____

Amount of Funds requested: _____

How many students will benefit? _____

Are the benefits one-time or ongoing? _____

What educational value is provided? _____

Describe the support from other teachers/parents: _____

Is any other partial funding being used or available for this project? _____

Could this item be covered by school budgeted funds? _____

Date by which funds are needed: _____

Please attach any supporting information (brochures, flyers, etc.).

PTSA Response:

- Approve and Fully Fund
- Approve and Partially Fund for \$_____
- Postpone
- Deny

PTSA Comments: