

SMOKY ROW PTO GRADE LEVEL ENRICHMENT GUIDELINES 2021-2022

Grade level enrichment are funds that help support and supplement programs, projects, field trips, etc. for all students for the current school year. **The purpose of GLE funds is to enrich student learning!**

- Please complete this form and give to Mrs. Jay, along with any supporting documentation.
- Attach any additional information that may help your enrichment request.
- Please work with your grade team leader on all GLE requests to help eliminate duplicate efforts and keep us in-line in terms of budgeting.
- Also, when at all possible, **please obtain reimbursement and/or approval prior to making purchases** to help ensure that the funds are available for reimbursement.

Please contact us if you have any questions. We appreciate your request!

Sincerely,

Heather Garrison (heatheranngarrison@gmail.com)

SRE PTO Treasurer

Jenny LeVora (jennylevora@gmail.com)

SRE PTO Assistant Treasurer

CHECK REQUEST FORM

Today's Date: _____

Requested by: _____

Grade: _____

Amount Requested: \$_____

This request is for:

- ☐ **Classroom learning tool**
- ☐ **Field trip**
- ☐ **Curriculum support**
- ☐ **Other**

Please provide specific details about what your request is for:

Date Check is Needed by: _____

Make Check Payable to: _____

- ☐ Return check to me, the requester
- ☐ Mail the check to this address:

For PTO Use Only:

Board Approval _____ Date _____

Copy to teacher on _____ by _____

Sent to Treasurer on _____ by _____

For Treasurer's use only: Account _____ Amount \$ _____ Check #: _____