



Rolling Hills Middle School PTA
1585 More Ave
Los Gatos, CA 95032
EIN # 77-0235283



Rolling Hills Grant Request

Rolling Hills PTA is dedicated to supporting the RHMS classes, clubs and activities. Each year the PTA financially supports activities big and small ranging from after school clubs and grade level activities such as Colonial Days and Science camp scholarships. All events or clubs supported by grants are not considered PTA sponsored activities and therefore the PTA does not host or organize them.

To apply for a grant please follow this simple process:

- 1.) Confirm that your request falls within school guidelines. Please confirm with the appropriate office staff if you have questions.
- 2.) Fill out the grant request form on the other side of this page and turn it into the PTA general mailbox, by the teachers lounge.
- 3.) Grant requests will be evaluated at the next Executive Board meeting then the Board will make a recommendation at the next General Association meeting. Executive Board meetings are the first Monday of each month August through May, General Association meetings are the third Wednesday of September, October, January, March, April and May.
- 4.) You will be notified in writing if your grant has been awarded or denied.
- 5.) If your grant is awarded, please complete your purchases and submit a reimbursement form available in the teacher work room and on the PTA website: ptarhms.org. Approved purchases up to the amount granted will be reimbursed. All purchases must relate to the activity directly.

If you buy from Amazon, please go to www.ptarhms.org and make your purchases through the Amazon link on our website and PTA will benefit from your purchase.

Thank you for all you do for our children,
RHMS PTA Exec. Board Volunteers

Questions? Please contact: president@ptarhms.org



Rolling Hills Middle School PTA
 1585 More Ave
 Los Gatos, CA 95032
 EIN # 77-0235283



RHMS GRANT REQUEST FORM

Complete this application attaching descriptions & quotes as needed

Requests for reimbursement are comprehensive to include all costs including tax and shipping.

Request submitted by: _____ **Grade:** _____

Email (required): _____ **Phone:** _____

Please describe the project or item(s) you wish to purchase and how it will be used:

Who will benefit from this grant:

Group Name: _____ **# of students:** _____

Individuals (one or more classes) # of students: _____

Field Trip # of students: _____ **Other or Out of pocket support \$** _____

Field Trips must be approved by Mrs. Dodd prior to completing grant request.

Received Principal's Approval:

Yes _____ (signature) **No**

Where will you purchase the item(s)? Please attach a copy of the item, quote, or activity description. _____

Total Amount being requested \$ _____

Type of grant: - One time - Yearly, to be reapproved by the Principal and PTA

For PTA Use Only:

Approved? _____

Date approved: _____

Secretary: _____

Date paid: _____

Amount Paid: _____ ck# _____

Treasurer: _____