

Urban Choice PTA Procedures

Teacher and Staff Grant Approval

The following procedures (standing rules) shall guide the decision-making process for approving and processing teacher/staff grant requests:

- The Urban Choice PTA board may appoint a three-member grant-approval committee, or may serve as the grant-approval committee. This decision can be revisited at any time and should require a majority vote of the PTA board.
- The grant-approval committee can approve a grant request by a simple majority vote.
- All grant requests should be submitted to the Urban Choice PTA in writing using the PTA Teacher Grant Request form.
- All approved grants must be officially accepted by a member of the Urban Choice Charter School (UCCS) leadership team using the Grant Agreement form. Monies not spent by the agreed upon date must be returned to the Urban Choice PTA.
- The Urban Choice PTA President and Treasurer, or the appropriate grant-approval committee members, will sign-off on all grant agreements with UCCS.
- All granted funds must be spent for the specific purpose outlined in the grant request and the grant agreement.
- Grant requests should be accompanied by a documented list of estimated expenses that provides as much detail as is reasonably possible.
- The grant requestor shall provide all pertinent documentation to support the spending of granted funds. This can include, but is not limited to, receipts, invoices, bills of merchandise, etc.
- Grant requests should be limited to \$500, but the grant-approval committee, with PTA board approval, can make special exceptions if it deems a project worthy.
- Grants should be limited to projects that promote the educational, cultural, personal, and healthy development of UCCS students.
- Grant spending should benefit a significant portion of the school population; two classrooms (one full grade) worth of students is a good guideline for determining if this criterion is met.
- In order to apply for a grant, the requestor must be a PTA member or apply for PTA membership, and must attend at least one PTA meeting and volunteer for at least one PTA event.