

December 13, 2011

Dear BHS Staff Member:

The Bellaire High School PTO invites you to participate in the Teacher Grants program. PTO allocates funds for teachers to purchase items which will **promote innovative teaching, improve curriculum, and enhance student life** at Bellaire High School. This money can be used in any aspect of education, from classroom teaching to teacher training.

Since the program's inception in 1996, almost \$260,000 has been awarded to projects that are creative and impact our student population.

These grants are offered up to a maximum amount of \$3,000. Larger requests must be submitted to the general PTO for consideration.

An "Application for Teacher Grants" follows on the next page. **Please return your application and supporting documents via email to Dena Robinson, denarobinson@comcast.net or to the "Teacher Grants" basket located near the teachers' mailboxes in the main office. (*Preferably by email, please.*) Deadline is Friday, January 13th at 8 am. Late applications cannot be accepted. Please do not place your completed application in the PTO mailbox.**

- **Applicants must be BHS PTO members in order to qualify for a grant.**
- **If applicable, requests need to have already gone through the appropriate department funding process.**
- **All items purchased shall become property of Bellaire High School.**
- **Individual names should not be included on any of the items requested.**
- **Team Uniform requests will NOT be considered.**

Winners will be notified in late January, after the selection committee has met. Good luck!

Sincerely,
Dena Robinson
Teacher Grants Committee Chair

Bellaire High School PTO Application for Teacher Grants

Please describe the project/product for which you are requesting funding. You must attach supporting documentation. **Supporting documentation includes at least 2 vendor pricing bids (catalog information, etc.) and all associated costs (shipping and handling, installation, maintenance, etc.).** If you are requesting equipment for your department, how many pieces of this equipment does your department already have? If you are asking for furniture, where do you plan to keep it? Please note: computer equipment must be purchased through an HISD approved vendor, please see Ms. Leeson for a vendor list.

How will this project/product benefit our students?

Approximately how many students/classes/groups will be affected by this project/product?

What is the total dollar amount requested?

Name: _____

Home/cell phone: _____

E-mail address: _____

Subject(s) taught: _____

Date submitted: _____

NOTE: YOU MUST BE A PTO MEMBER IN ORDER TO BE CONSIDERED FOR A GRANT.

You may join online at www.bellairepto.org . Membership forms will also be available in the front office. If you use the paper form, please attach your dues and membership application to this form if you are not currently a PTO member.

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Questions? Contact Dena Robinson at denarobinson@comcast.net or 713-218-8223.