



## JHS PTSA

### 2023-2024 School Club Reimbursement Grant Criteria

JHS PTSA is happy to offer a grant opportunity to the School Clubs of Jackson High School. To apply for a School Club Grant, complete the attached forms and return them to the PTSA mailbox. **The deadline for School Club Reimbursement Grant submissions is Wednesday, December 13, 2023.** All applications will be reviewed by the PTSA Board of Directors. All applicants will be notified of the results.

**Those receiving grants will work through the Jackson High School Office Manager to access granted funds.**

**Please keep the following in mind when applying for a Jackson High School PTSA School Club Reimbursement Grant:**

1. Requests for consumable/supplies (paper, ink, pens, food, etc.) are not eligible for a grant except in special circumstances.
2. Conference attendance and trips are excluded.
3. All School Club Reimbursement grant applications are reviewed by the building administration prior to review by the PTSA.
4. Granted funds need to be spent **by March 29, 2024**. If you are unable to use your funds by the deadline please contact the PTSA president to discuss an extension.
5. JHS PTSA is not responsible for upkeep of any equipment granted.
6. Incomplete or late applications will **not** be considered.

**Please attach a complete proposal describing your request. Be sure to include the following items in your proposal:**

1. How many students will this grant benefit, this current year and in future years?
2. What is the total amount you are requesting including all taxes, shipping and handling, installation, service fees, etc.? (Attach an invoice, quote or vendor back-up with a request showing the total amount.)
3. Completed Purchase Order.
4. How does this request benefit the School Club?
5. Any additional information you feel the board should know when considering this request.
6. Clarification and/or follow-up answers to PTSA must be provided by the applicant within 48 hours or the application will not be considered.
7. **Incomplete forms or forms without complete cost back-up will not be considered.**
8. **Forms can be submitted as a hard copy or sent electronically to Sukawt for approval then Sukawt will get Mr. Balla's approval**

If you have any questions, please contact Melissa Hinze at [JHSPTSAScholarship@gmail.com](mailto:JHSPTSAScholarship@gmail.com)