

PTO Sponsored Classroom Instructional Support

The PTO is pleased to announce that we will once again be running our Classroom Instructional Support program for teachers and staff this school year! We're supporting our staff with the following amounts:

- ❖ New Teachers: \$150.00
- ❖ Returning Classroom Teachers: \$75.00
 - Grades K-4, Art, Music, PE, MOH Time
- ❖ Departments: \$50.00
 - Special Education Teachers, ESOL Teacher, Library/Media Center, Literacy Specialist, Math & Science Coach, Nurse, Speech Pathologist, Technology Integrator, Occupational Therapist, Psychologist.

The goal for this program is to help provide some financial assistance to each classroom teacher for classroom supplies needed for instruction or overall well-being of classroom students. For example, your funds can be used towards direct teaching materials, tissues, wipes, snacks, organizational supplies, or whatever you think will help directly support your students this school year.

To utilize these funds, please submit the form below with copies of all receipts by **April 15th**. **Any reimbursement forms and receipts received after this day will not be reimbursed.** Any funds remaining after the deadline will be used for other PTO/program needs.

Submit to the PTO by emailing a PDF or picture of this form and all receipts to (*copy and paste this address*) xero.inbox.-zppww.ppqdbrnxube1ay1w@xerofiles.com. Your reimbursement should be processed in about 1 week, with an additional week for the bank to mail the check. If you have not received your reimbursement within 2 weeks, please let us know. Checks are valid for 90 days, so please be sure to cash them in a timely manner.

All Reimbursement Checks will be mailed to the school- unless otherwise indicated (fill out below).

Name on Check: _____

Address: _____

City: _____ State: _____ Zip: _____

For any questions or concerns, please email us at moharimetpto@gmail.com.

Thank You,
Your Moharimet PTO

| Description of Charges / Items Requested/ Purpose: | Expenses: |
|--|-----------|
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| Total: | |