



Student-Led Club Grant Form

The purpose of the Elkins High School PTO is to enhance the academic and social experience of students through financial and volunteer support. For the 2024-2025 school year, student-led clubs and organizations at Elkins High School may apply for a single grant up to \$150 from the PTO each academic school year. To apply, complete the form below and e-mail it to elkinsvips@gmail.com. You will be notified if your request is approved.

Club Name: _____ Date of Request: _____

Brief Description of the Club: _____

Teacher Sponsor: _____

What are the specific items being requested?

Who, specifically, will benefit by the purchase of these items?

Is there any other information you would like to share about this request?

Amount being requested (cannot exceed \$150) \$_____

Please check one:

☐ Item(s) have already been purchased. Receipt(s) and PTO Expense Reimbursement Form are attached (Note: no sales tax will be reimbursed).

☐ Item(s) have not already been purchased and PTO assistance is needed in purchasing the item(s).

☐ Item(s) have not already been purchased and PTO assistance is NOT needed in purchasing the item(s). PTO Expense Reimbursement Form and receipts will be submitted once grant is approved and the purchase is complete. (Note: no sales tax will be reimbursed.)

Request Prepared By: _____ Title: _____

Phone Number: _____ E-mail: _____

Teacher Sponsor Signature: _____