

Principal's Signature

Date

3/18/13

## IH PTSA SPECIAL FUNDING REQUEST

## Guidelines

- Special Funding Requests may be submitted to the IH PTSA for an item, program, or activity.
- Requests must be submitted to the IHS Principal for review and approval by the 15<sup>th</sup> of the month prior to the meeting during which they will be reviewed.
- If the request is approved by the Principal, it will be forwarded to the PTSA for review.
- You may be asked to present your proposal in person at the IH PTSA meeting during which it is reviewed.

The following criteria may be used when reviewing requests for funding. Other criteria may also be considered at the discretion of the General Membership.

- Directly impacts student learning
- Implemented in IHS classrooms or on campus
- Longevity (i.e., ongoing, annual, or semi-annual)
- Impacts a significant number of students
- Provides good cost/benefit ratio
- Availability of funding

NOTE: All grant recipients must agree to provide follow up reports, either in writing or in person up to two times over the course of the year funding is received, as determined by the IH PTSA. Grant recipients will also be expected to convey IH PTSA's support of their program as deemed appropriate.

## General Grant Information

Date Submitted 3/15/13

NAME OF ITEM / PROGRAM / ACTIVITY: 200 Field Trip (Bus Fare) / LRC II

SUBMITTED BY:

Name: Carre Borcharding, Phone: (425) 837-6055, E-mail: borcharding@issaquah.wednet.edu

TOTAL DOLLAR AMOUNT REQUESTED: \$ 300

(Include a written invoice with guaranteed pricing, including any shipping, handling, and sales tax.)

Please attach a written narrative including the following elements:

- **PROJECT DESCRIPTION:** Describe your grant request. What is the objective? How will students benefit? Where will it be implemented? Where will the project take place? How long will it be in use? Which students, and how many, will be impacted? What additional activities, materials and methods will be needed to implement the project?
- **BUDGET:** Specify and itemize the funding request and describe how the funds will be used (i.e., supplies, services) and over what period of time. Have you applied for any other grant or obtained additional funding from other sources for this project? If IH PTSA cannot fund some or all of your request, will you pursue other funding options or not?
- **CONTACTS AND REFERRALS:** List contact available for additional information and referrals who have successfully implemented this program.
- **EVALUATION:** How will the success of the program be measured and how will you share those findings with the IH PTSA?
- **DETAILS TO CONSIDER:** If the request is for an item, is installation required? Is ongoing maintenance involved? If so, who is responsible? How will you implement the program? What is the timeline, including beginning and ending dates? Who will run the program? Any special services or facilities needed from the school or community?

Request Received (Date): \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

IH PTSA President Signature: \_\_\_\_\_

Form Updated 5/28/12

Funding Request for PTSA  
Carrie Borcharding, LRC II teacher

- **PROJECT DESCRIPTION:** Describe your grant request. What is the objective? How will students benefit? Where will it be implemented? Where will the project take place? How long will it be in use? Which students, and how many, will be impacted? What additional activities, materials and methods will be needed to implement the project?

The LRC II special education classroom will be going on a field trip to the Zoo. Prior to the trip the students will have chosen an animal, written a report, found pictures and completed a presentation to the class. Just like regular education students, I want my LRC II students to complete a research based project as a graduation requirement. We have already been using our 2 ipads purchased with funds from last year's PTSA money and the Woodland Park Zoo app to help determine animals available for visiting and for our research projects. 13 LRC II students will be attending this trip along with 12 of our peer tutors and 6 teachers/ EAs.

The students will practice reading a map to find the location of their animal in order to show their classmates at the zoo. The class has also been working on social interactions, community awareness and safety skills that will all be put to use during this outing. Our class Occupational Therapist (OT) and Speech and Language Pathologist (SLP) have been actively involved in these lessons and will be participating on the trip.

My peer tutors will also have a huge project on this trip, as they will be buddied up with one of the LRC II students for the day. They will be the "go to" individual. Teachers will be present as chaperones, but it will be a student led day.

- **BUDGET:** Specify and itemize the funding request and describe how the funds will be used (i.e., supplies, services) and over what period of time. Have you applied for any other grant or obtained additional funding from other sources for this project? If IH PTSA cannot fund some or all of your request, will you pursue other funding options or not?

In order to go on this trip, students will need to pay the \$9 zoo fee from family funds. The remainder of my classroom budget (approx. \$250) as well as my PTSA money (\$100) will be used to pay for the bus rental (to get to the Woodland Park Zoo has been estimated at \$365. I was hoping that I could pay for staff tickets (as chaperones) as well as the bus fee and parking out of our budget without zeroing out my classroom account.



Zoo Fee (\$9)- student paid x25	-
Zoo Fee (\$9)- Chaperones x6	54.00
Bus Parking at Zoo- \$15.75	15.75
Estimated Bus Rental \$365	+
	365.00
Total	434.75
- Current school \$250/ PTSA \$100	-
	350.00
(amount short)	184.00

I am asking if PTSA could grant the LRC II program \$300 to help pay the bus fee for the trip. This would leave some extra money in my classroom account for any incidentals, such as students unable to pay their portion or last minute supplies needed for the end of the year.

If PTSA is unable to give a full \$300, any available funding that can be donated would be appreciated. I will be asking other teachers in my department (and others) if they have extra PTSA money left as well as our SLP who is going as part of this trip for the remainder of her budget.

• CONTACTS AND REFERRALS: List contact available for additional information and referrals who have successfully implemented this program.

As LRC II is the only program in this school, I do not have any referrals to offer. This project and trip was created to meet individual student needs aligned with graduation requirements and current IEP goal information.

• EVALUATION: How will the success of the program be measured and how will you share those findings with the IH PTSA?

Success for this activity/ trip will be measured through several ways. First, there will be the classroom component involving research, a paper/ project and a presentation. Safety and responsibility will be important parts of the trip itself, along with a reflection completed by the LRC II peer tutors after the final trip. All parts of the trip, along with photos and presentations can be available to PTSA members and the LRC II students would be happy to share them with all you.

• DETAILS TO CONSIDER: If the request is for an item, is installation required? Is ongoing maintenance involved? If so, who is responsible? How will you implement the program? What is the timeline, including beginning and ending dates? Who will run the program? Any special services or facilities needed from the school or community?

N/A