

Dear Carrolltowne Elementary Teacher/Staff,

The Carrolltowne Elementary PTA is now accepting reimbursement requests for individual staff grants for the **2025-2026 school year**. The grant amounts are:

- **\$250** for a teacher, specialist, Nurse, counselor, **PTA member** who is assigned to Carrolltowne **FULL TIME (\$150 for non-PTA member)**
- **\$200** for a teacher, specialist, Nurse, counselor, **PTA member** who is assigned to Carrolltowne on a less than full time basis (**\$100 for non-PTA member**)
- **\$150** for an instructional assistant/support staff, **PTA member (\$75 for non-PTA member)**

Please review the process and guidelines below, per state and national PTA regulations.

1. **All items must be purchased on or after July 1, 2025. No items purchased before July 1 will be reimbursed.** All items purchased should be for use this school year.
2. Purchase items and save receipts. Please make every effort to keep school and personal items on separate receipts. Any items ordered through the school office must be pre-approved by CES Administration prior to placing the order.
3. Complete the *Teacher/Staff Grant Reimbursement Form* in full and be sure to attach the supporting receipt(s). **Don't forget to have an administrator sign the form!**
4. Grant Reimbursement forms will be accepted by the PTA (placed in PTA mailbox) through May 1, 2026. Reimbursements will be granted on a first come, first served basis until the budget is depleted.
5. Requests are reviewed and approved by the PTA officers and will be reported to the PTA membership with the Treasurer's report at regular meetings. The PTA Officers have the final say on whether or not items are reimbursed. **WHEN IN DOUBT, PLEASE ASK BEFORE PURCHASING.**
6. Checks will be distributed via school mailbox, unless otherwise requested.
7. **Requests MUST be submitted to the PTA mailbox (with admin approval) by May 1, 2026.** All checks received by you must be deposited or cashed before June 30, 2026, when we close our books for our fiscal year.
8. Grants cannot be combined; we will only reimburse up to the stated limit.

**What the PTA can reimburse for:**

- Items directly related to the curriculum such as books, CDs, videos, certificates, awards, nametags, games, bulletin board items and cutouts.
- Items that help teachers implement the curriculum
- Supplies needed for the classroom for student use

**What the PTA can NOT reimburse for:**

- Professional development, classes or workshops
- Textbooks, workbooks
- Capital equipment/improvement items (computers, tablets, furniture, etc)
- Repair of any item

**All non-consumable materials purchased with PTA Funds (Including items purchased and then later reimbursed by the PTA) remain the property of Carrolltowne Elementary School. Please label all items "CES" or "Property of Carrolltowne."**

**When in doubt please ask! We would hate to have to deny your request after you have already spent funds.** Please contact any PTA Officer with questions.

Sincerely, Carrolltowne Elementary PTA Officers

Lindsay Holbig, [president@carrolltownepta.com](mailto:president@carrolltownepta.com), Kelly McGonigal, [vicepresident@carrolltownepta.com](mailto:vicepresident@carrolltownepta.com), Siobhan Blazak, [treasurer@carrolltownepta.com](mailto:treasurer@carrolltownepta.com), Kyle Emhoff, [secretary@carrolltownepta.com](mailto:secretary@carrolltownepta.com)



## 2025-2026 Teacher/Staff Grant Reimbursement Form

Date of Request: \_\_\_\_\_

Make Reimbursement Check Payable to: \_\_\_\_\_

Send Reimbursement Check to: (school mailbox or provide your complete mailing address):

Please Check one:

- ☐ **\$250** for a teacher, specialist, Nurse, counselor, **PTA member** who is assigned to Carrolltowne **FULL TIME (\$150 for non-PTA member)**
- ☐ **\$200** for a teacher, specialist, Nurse, counselor, **PTA member** who is assigned to Carrolltowne on a less than full time basis (**\$100 for non-PTA member**)
- ☐ **\$150** for an instructional assistant/support staff, **PTA member (\$75 for non-PTA member)**

⇒ **Receipts MUST be attached, in order to receive reimbursement. PTA Membership must be current at the time of this submission, in order to receive the maximum reimbursement amount.**

**Itemized List of Expenditures (please continue on back, if more space is needed): DATE**

**ITEM DESCRIPTION AMOUNT**


Total Reimbursement Amount Requested\*: \_\_\_\_\_

**\*Requests must be submitted to PTA Treasurer on or before May 1, 2026.** All checks received by you must be deposited or cashed before June 30, 2026, when we close our books for our fiscal year.

**\*\*CES Administration authorization is required prior to submitting a reimbursement request to PTA.**

**\*\*\*Label all non-consumable items with "CES" or "Property of Carrolltowne".**

Administration Signature & Date: \_\_\_\_\_

**Treasurer Use Only:**

PTA Office Authorization - Signature & Date: \_\_\_\_\_ Amount of

Reimbursement: \_\_\_\_\_ Check # Issued: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued to:

Posted to Budget Line Item: **TEACHER GRANTS**

