



JRE Teacher/Staff Fund Requests 101

JRE PTO Purpose

In short, we support JRE students and staff by enhancing curriculum and student experiences via the funds and in-kind donations generously contributed by JRE families, supporters, and local business.

Funds Available for Teachers and Staff

Stipends: The JRE PTO has committed to providing up to \$100 for primary teachers and \$50 for specials teachers and staff per school year to reimburse miscellaneous expenses associated with your classroom. This can include supplies, materials, furniture, musical instruments, or anything else used in your classroom. Receipts are required. Yearly stipends **do not** roll over to the next school year.

Curriculum Development: Currently, \$1,500 per grade level per year has been granted by the PTO for the purposes of developing new curriculum or bringing new tools into JRE. Up to \$500 of this amount may be used as a stipend to “pay” a staff member(s) for their time to research, develop a proposal, and present the request to JRE PTO. Funds earmarked for curriculum development are not guaranteed every school year and must be approved by the PTO annually.

Professional Development/Continuing Ed: TBD pending discussion with Principal and PTO Board.

Other Requests: The JRE PTO will consider a wide array of funding requests that have a demonstrated benefit for the students and/or staff. Examples of previous PTO investments include outdoor equipment, classroom technology, flexible seating, spelling bee registration fees, classroom experiences and guest speakers, among many others. For ideas about possible classroom experiences and assemblies, please review the attached list.

How to Access JRE PTO Funds

To request JRE PTO funds please complete the attached *Request for Funding* form, also available on [our website](#) and in the school office, and submit hard copy to the PTO mailbox in the school office. Requests submitted by the 15th of the month will be considered at the following PTO meeting held the first Tuesday of each month at 7pm in the school library; requests received after the 15th may be deferred to a later meeting. Representatives requesting funds are encouraged to attend the PTO meeting to present their request and attendance is *mandatory* for requests greater than \$500. Requests for teacher/staff stipends require receipts attached to the *Request for Funding* form and will be reimbursed upon receipt.

Questions, comments, suggestions? Drop us a line at riverhawkpto@gmail.com.