

Edina High School PTO

MINI-GRANT REQUEST INSTRUCTIONS

1. Fill out the Mini-Grant Request Form and submit it to the principal.
*The form is available online in the EHS PTO Documents tab: <http://www.edinaschools.org/Page/2889>.
Please attach any extra information to the original form.*
2. Principal approves or denies the request.
3. Principal passes request on to the PTO Mini-Grant Coordinator (MGC).
MGC for 2015-16 is Suzanne Klein – kleinfamily93@comcast.net.
4. MGC passes request on to EHS PTO for approval or denial within 30 days of Principal's approval.
5. If the request is APPROVED, the following occurs:
 - a. PTO signs off on form
 - b. MGC send notice of approval to requestor
 - c. PTO Treasurer sends a check to the appropriate party
6. If the request is DENIED, the following occurs:
 - a. PTO President signs off on form
 - b. MGC send notice of denial to requestor
7. MGC will follow up on all approved projects for marketing purposes and feedback from the teachers.