



## Wolfie's Enrichment Fund Application

2018 – 2019 School Year

Our main focus is to provide additional support through educational enrichment, which reflects cutting edge programming and technology, as well as through traditional educational support methods.

The Enrichment Fund Committee and the Sweet Apple Elementary administration team look at multiple criteria during the evaluation process. Some of these include:

- The equitability of the enrichment funds among the grade level(s) in order to maintain a high level of program quality while reaching the maximum student population;
- That the funds should not be used to pay for items the Fulton County School Board or District pays for.
- Prior contracts, payments or commitments made outside of the PTO Enrichment Fund Process will not be approved;
- Items purchased with funds are property of SAE and should remain at the school if you leave.

Guidelines for Enrichment Fund Requests:

- Complete this application and attach any relevant information and/or research about the product, service or conference you would like to attend;
- Requests must be for educational items or services that cannot be funded from other sources;
- Reimbursement for items or services paid for or contracted for prior to submitting the enrichment fund request and receiving PTO Board of Directors' approval will NOT be considered and you will be responsible for any incurred expenses;
- Conferences: The PTO will cover registration fees and 50% of hotel and transportation expenses. If for any reason, a conference is cancelled or the price increases, you must re-submit your enrichment fund request to the PTO Board of Directors for review and processing prior to committing to the change. If the conference is cancelled by the attendees or Sweet Apple Elementary Staff, any deposits or fees associated with the cancellation will be the responsibility of Sweet Apple Elementary and any funds released by the PTO will be refunded;
- If your enrichment fund request is approved by the PTO Board of Directors, please submit invoice and check requests to the Educational Enrichment Chairs via electronic Check Request Form or via the Educational Enrichment mailbox at Sweet Apple Elementary front office by the deadline stated on your request; NOTE: please make sure to calculate shipping and taxes.
- The PTO prefers to pay the vendor listed on the invoice directly. If alternative payment arrangements are needed, please consult with the PTO Treasurer prior to committing to any payment arrangements.
- To ensure the effectiveness of the Wolfie's Enrichment Fund program, the PTO may request feedback on the enrichment funds at a latter date.

If you have an idea for an enrichment program, fill out the PTO Wolfie's Enrichment Fund Application on page two, attach any relevant information or research and submit to SAE PTO Enrichment Fund Committee at the PTO Mailbox at SAE front office for processing by the following four dates - **\*PLEASE NOTE THESE NEW DEADLINES FOR 2018-2019: September 14, 2018, November 16, 2018, February 14, 2019 and March 15, 2019.**

Please read the entire form and make sure you understand and agree to all the guidelines, have all the pertinent information and the form is filled out completely in order to assist in the review process. For questions please contact [saepptoenrichment@gmail.com](mailto:saepptoenrichment@gmail.com)

Thank you,  
Your SAE PTO



## Wolfie's Enrichment Fund Application Form

Date: \_\_\_\_\_ If Conference, Date of: \_\_\_\_\_ Commit Deadline: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Cost: \_\_\_\_\_  
 (Include shipping costs and taxes if any)  
 Email Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Item(s)/Service Requested: \_\_\_\_\_

Brief Description of the purpose/use (please attach any supporting documents):

Estimated Number of Students to Benefit:

Whole School: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_ Classroom: \_\_\_\_\_ Other: \_\_\_\_\_

<b>Who</b>	<b>Reviewed</b>	<b>Approval</b>
Mr. Allison	_____	<input type="checkbox"/>
Mrs. Bell	_____	<input type="checkbox"/>
PTO Enrichment Fund Committee	<input type="checkbox"/>	<input type="checkbox"/>
PTO Board of Directors - By Vote		<input type="checkbox"/>

NOTES:  
SAE Admin

PTO Grant Committee

Notifications:



Applicant

SAE Admin

PTO Committee Records