



EXECUTIVE BOARD MEMBERS	
Julie Laube, President.....	laube@rbhspto.org
Heather DiForti, Vice President, Communications.....	diforti@rbhspto.org
Meaghan Mathews, Vice President, Membership.....	mathews@rbhspto.org
Amy Regan, Vice President, Philanthropy.....	regan@rbhspto.org
Cindy Vitek, Vice President, Special Events.....	vitek@rbhspto.org
Linda Zanieski, Treasurer.....	zanieski@rbhspto.org
Jacqueline Miller, Secretary.....	miller@rbhspto.org
Michelle Marconi, Parliamentarian.....	marconi@rbhspto.org

PHILANTHROPY REQUEST FORM

The PTO works closely with the administration and faculty of RBHS, bona fide student groups, parents and others in support of the mission of RBHS. The PTO accepts requests for funding assistance from teachers and staff. Funding decisions are based on, but not limited to, those requests that benefit the greatest number of students and lack other sources of funds. Fund requests for professional development should be requested from the Administration or RBEF.

REQUIREMENTS

- The grant applications must be filled out completely.
- The grant request must relate to current academic standards.
- A request can not support religious or political beliefs.
- All grant requests must be used by students.

GUIDELINES

- Grants must be submitted for educational items or learning experiences.
- Learning experiences can take place in or out of the classroom.
- PTO will look at the long term usage for educational items.
- Items or experiences that benefit multiple classrooms/teachers are encouraged.

IMPORTANT TO REMEMBER

- Philanthropy grants are NOT guaranteed.
- Philanthropy grants are NOT ongoing.
- Grant money is dependent on the PTO’s annual fundraising income and will vary from year to year.

APPLICATION PROCESS

- All applications must be submitted at least one week prior to a general meeting. Meetings are held on the first Monday of each month. Please see the website for meeting dates.
- Requests should be emailed to Amy Regan, VP of Philanthropy at regan@rbhspto.org or they may be dropped off in the PTO mailbox in the main office.
- Requests are discussed and voted on at open general meetings of the PTO. Requests may be approved, deferred, or funded in part.
- Applicants will be notified by the PTO VP of Philanthropy of the grant application results.

THE LAST DAY TO SUBMIT REQUESTS FOR THE 19/20 SCHOOL YEAR WILL BE APRIL 6, 2020.

Please print clearly or type. Attach additional sheets if needed.

Submission Date: _____

Date Funds are needed: _____

Amount Requested: \$ _____

Title of Project: _____

Teacher/Staff Contact: _____

E-Mail: _____

Phone: _____

