

Brookline PTO: Teacher Enrichment Request 2011-2012

This year, the PTO has set aside \$1,500 for your school to help enrich your curriculum. Requests can be made for materials needed on a yearly basis (butterfly eggs) or for the purpose of purchasing class sets of particular items (trade books, science materials, site licenses). We encourage you to meet with your team to help identify needs on a larger scale, however, this is not a requirement.

Date: _____ Teacher Contact: _____

E-Mail: _____

Enrichment Request: _____

Area of the Curriculum this Supports: _____

Cost: _____

Total: _____

Administrator's Approval: _____ Date: _____

Approval and Reimbursement Procedure:

1. Please submit this completed form to your Administrator for approval.
2. If approved by your Administrator, please place your order.
3. Submit this form and your receipt(s) to the PTO Mailbox, **Attention: PTO Treasurer, Angela Hultz**. Please also send Angela an email at **ahultz@charter.net** indicating your reimbursement request is in the mailbox to avoid any delay in getting your reimbursement to you. **You may also submit via backpack mail to Carolyn 2-C.**

Thank you!

For PTO Treasurer use only:

Reimbursement Date _____

by PTO Treasurer _____ (Angela Hultz)