

Lake Washington PTSA Council (LWPTSA Council) believes in the importance of providing enrichment to all students in the district. Students in all schools deserve the opportunity to receive additional education through school assemblies. LWPTSA Council wishes for all students to gain skills and knowledge through programs that support their existing curriculum.

1. An allocation of \$1000 per year is available to Lake Washington Council area PTSAs to provide training programs for students in the form of School Assemblies. Individual grants are available in amounts up to \$250. The funds are accessed through the LWPTSA Council Parent Education Chair/s and awarded by the Parent Education Grant Committee.
 2. The funds may be used to support the cost of instructors, consultants and/or programs for student assemblies that support the educational experience of students. The funds may not be used for books, materials, food, or babysitting services.
 3. To apply for a grant, the following procedures have been established.
 - a. The grant application deadline will be a minimum of 45 days prior to a local unit's scheduled program.
 - b. The LWPTSA Council Assembly Grant Application shall serve as the main application and an LWPTSA Council Presenter's Information Form should be completed and submitted at the same time. These forms can be found on the LWPTSA Council Website (www.lwptsa.net) or obtained from the LWPTSA Council Parent Education Chair.
- Note: LWSD certificated staff members who facilitate/instruct a program will be paid their hourly per diem rate and these programs must be coordinated with the building Secretary or Office Manager.
- c. Evaluations and an LWPTSA Council Program Feedback should also be completed by the local PTSA program facilitator and upon completion of the program; these forms should be sent to LWPTSA Council Parent Education Chair/s.

Funding Criteria and Principles

- Funds/Program should benefit the students within the scope of the program plan. Local units are encouraged to work with their Principal and/or staff.
- Programs should support directly the educational experience of students in the LWSD.
- Applicants should explain how the program relates to the goals and mission of your PTSA.
- Applicants should explore other sources of funding first or in addition, including local school and PTSA budgets or community partners.
- Financial need of the local unit will be given consideration (Title 1, free/reduced lunch, special circumstances). Please indicate needs on the application.
- Programs held should have proper oversight by local PTSA facilitator (evaluation required) Grants cannot be requested to reimburse units for programs already held.
- Grants are given for one-time use and are neither a promise nor a guarantee of future funding for any particular program.

Please send completed grant application and presenter's information form to Parent.Ed@lwptsa.net

LWPTSA Council Student Assembly Grant Application

(Please send completed grant application and presenter's information form to Parent.Ed@lwptsa.net)

Name of Local Unit PTSA & School:

Date/Time/Location of Program:

Program Title:

Name of Facilitator(s):

Total Cost:

Anticipated Number of Participants:

Goals of Program, should include how will this program relates to the goals and mission of your PTSA and how this program serves the students needs otherwise not met through LWSD school funds :

Expected Outcomes:

Plan for Evaluation:

Any special considerations (financial need, other):

Names/Signatures Required

PTSA President or Program Facilitator (print):

E-mail:

Phone:

Signature: _____

Date:

Building Principal:

Signature: _____

Date:

LWPTSA Council Assembly Grants are available to provide additional enrichment to students by supporting the cost of instructors, consultants and/or programs. They are not to be used for books, materials, food, or babysitting services.

LWPTSA Council Presenter's Information Form

Please send completed grant application and presenter's information form to Parent.Ed@lwptsa.net

Presenter's Name/Title:

Company Name (if applicable):

Address:

Phone/email:

Customary Fee:

Topic:

Brief Speaker Bio:

Brief Program Description for Advertising Purposes:



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