



Cherry Valley Elementary PTA
Classroom Enrichment Grant 2025-26
CLASSROOM GRANT REQUEST (UP TO \$200)

The Cherry Valley Elementary PTA has established a grant fund to help meet the needs of classrooms, and to enrich the education of children.

Date: _____ **Amount Requested:** _____

Item(s) Requested: _____

Classroom Purpose; _____

How will this affect _____

Educational experience: _____

(attach additional details if applicable)

Link to Vendor/item(s): _____

(please attach order summary, including shipping, to this form)

Teacher Name & Grade: _____

Criteria:

1. Unless disposable, purchases are to remain at Cherry Valley Elementary or to be sent home with students for digital learning.
2. Purchases must be for classroom use only; the funds are intended to cover areas not covered by existing budgetary allotments or dedicated funds. Funds are for EDUCATIONAL purposes. *(No food please)*.
3. Approval is needed **BEFORE** making purchases.
4. Grant money cannot be used to purchase gift cards.
5. Purchases must be made via an online retailer and placed through the Cherry Valley office. Receipts must be submitted to both the PTA president and Cherry Valley Principal upon purchase.
6. Please complete this form and submit it for approval **before May 1st, 2026**.

Grant Approval Process:

Step 1: Return this completed form to the PTA mailbox in the Office for PTA President approval.

Cherry Valley PTA President Signature: _____

Step 2: After PTA approval, the form will be placed in the Cherry Valley principal's box for approval.

Cherry Valley Principal Signature: _____

Step 3: Once approved, the Office will email Staff (PTA President CC'd) to coordinate the purchase.

Step 4: Once the purchase is complete, the office will submit the receipt(s) with final confirmation of purchase to the Principal and PTA President. The PTA President will send receipts to the Treasurer for the record.

For PTA Use Only: Check # _____ Date Issued _____
Recorded by _____