

**Wellesley High School PTSO  
Faculty Request and Professional Development  
GUIDELINES**

The Wellesley High School (WHS) PTSO welcomes the opportunity to work with the Principal, administration, faculty and staff at WHS to provide supplemental funding for classroom needs and professional development as our budget and financial resources allow.

**Guidelines for Grant Requests and Professional Development Funding Decisions**

- There are several avenues for employees of WHS to apply for grants. In general, the WHS PTSO is geared to funding the following types of requests:
  - requests of \$2,000 or less (larger grant requests can be considered but may be held in abeyance to help ensure equity in funding across departments)
  - requests for funding budget gaps which have resulted in a need for classroom materials
  - requests which need immediate review and consideration (the PTSO does not have a grant review deadline, we consider grants on an on-going basis throughout the school year).
- Within these broad parameters, the PTSO will give preference to expenditures that will (in no particular order):
  - advance the stated educational goals of a department, WHS, or the Wellesley Public Schools (WPS)
  - result in richer learning experiences for WHS students
  - enhance the cohesive functioning of a department
  - have a positive impact on the greatest number of students.
- Expenses eligible for consideration include: speakers for students and/or teachers, consultants to work with teachers, conference registration fees, and course fees. Depending upon the financial resources available, travel expenses for out of state conferences may be possible.
- Not eligible for funding are: refreshment, decoration, or other entertainment related expenses.
- Faculty, administrators and staff who are awarded grants for professional development (i.e., training or attendance at conferences) are expected to share their learning with their colleagues.
- With respect to grants for Professional Development, any such grant awarded will be forfeited if the grant recipient is no longer an employee of WPS on the anticipated date of the conference or training.
- Equipment purchased using PTSO grants are considered the property of Wellesley Public Schools.
- In considering grant requests, the PTSO will seek advice and guidance from the WHS Principal and/or appropriate Department Head.

**Application Process:**

- Please complete the Wellesley High School PTSO “Faculty Request and Professional Development Application”. (Typing your name in the signature box will be considered your signing off on the document).
- Attached to your grant Application any supplemental documentation (including information on costs) which you believe will help inform the PTSO’s decision on your request.
- The completed application should be submitted electronically to the PTSO at [stacybraatz@gmail.com](mailto:stacybraatz@gmail.com), with a copy to the WHS Principal and your respective Department Head.
- The PTSO’s Executive Board (the Board) will review and consider the applications as they are received. Applicants will be informed via email of the Board’s decision on their grant request (e.g., approved for funding, not approved for funding, held for further consideration).

**Wellesley High School PTSO  
Grant Request and Professional Development  
APPLICATION**

1. **Name and email address of applicant:**
  
2. **Date of application and any special timing considerations, date you need/would like to hear by:**
  
3. **Nature and intent of proposed purchase or activity, and rationale for expenditure:**
  
4. **Number of students who will benefit and how:**
  
5. **Details of funds requested:**

<b>Item (include detail as appropriate)</b>	<b>Approximate Cost (include backup)</b>
<b>Materials and supplies</b>	
<b>Shipping and Handling costs</b>	
<b>Services (e.g. Conference fees)</b>	
<b>Other (e.g. travel costs)</b>	
<b>Total Funding Request</b>	

6. **Have you also applied for funding elsewhere (e.g. WEF, POPS, etc.)? If so, where? (it is perfectly permissible to submit applications elsewhere - we often partner with other organizations).**

\_\_\_\_\_  
Signature of faculty applicant

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of Department Head

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Signature of PTSO Co--President and/or Treasurer