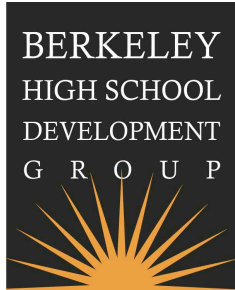


# \$300 Classroom Supplies Grant for all Berkeley High School Teachers!



Thanks to the generosity of our community of donors, the BHS Development Group is pleased to offer every BHS classroom teacher, including Independent Study (high school only) and B-Tech teachers **\$300 to spend on classroom supplies**. Please submit receipts and check request form for reimbursement!

## Request reimbursement by April 15, 2019

- 1) Make your purchase(s). If you purchase via [www.amazon.com](http://www.amazon.com) you can designate Berkeley High School Development Group and a % goes back to BHS!
- 2) Submit your original receipt(s) and a Mini-Grant Check Request Form ([www.bhsdg.org](http://www.bhsdg.org)) *in an envelope*. Drop off in the Development Group's mailbox at BHS or mail by April 15, 2019 to the BHS Development Group at: BHSDG, P.O. Box 519, Berkeley, CA 94701-0519. Requests must be in envelopes; form must be signed. Please bundle costs and **submit only one check request**.
- 3) You will receive reimbursement of up to \$300 in approximately 2-3 weeks. PLEASE MAKE COPIES OF YOUR ORIGINAL RECEIPTS & email us if it has been more than 3 weeks.

**Grant money must be spent on classroom materials, books, or consumables that will benefit student learning. It is not for professional development or training. If you have questions about qualifying purchases or the reimbursement process, contact the Development Group's Treasurer at [treasurer@bhsdg.org](mailto:treasurer@bhsdg.org).**

These mini-grants have already been approved! You do not need to fill out an application form, wait for the Development Group to vote on your proposal, get departmental approval, or write a report. If you have a project that needs funding, see the grant proposal information on the website. Proposals are due on the 15<sup>th</sup> of the month for consideration in the next month. [www.bhsdg.org/wp/grants](http://www.bhsdg.org/wp/grants)

Expenditures for the Classroom must be made, and your check request and original receipts received, by **April 15, 2019**. Please be on time! Reimbursement requests after that date may not be honored. Reimbursements will not be made retroactively for any purchases made before July 1, 2018 or after April 15, 2019. We encourage you to send your requests as you incur the expense up to \$300; reimbursements are much quicker earlier in the year.

The BHS Development Group is grateful to all teachers at BHS, B-Tech and Independent Studies. Thank you for all the work you do!

**Classroom Mini-Grant Check Request Form  
2018 - 2019 (up to \$300)**

**Teacher Name:** \_\_\_\_\_

**Subject you teach** \_\_\_\_\_

\_\_\_\_\_ **Check in BHS mailbox**

\_\_\_\_\_ **Check mailed (include address here):**

\_\_\_\_\_  
\_\_\_\_\_

Preferred contact method for communications relating to this request:

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

School Affiliation (check one):    \_\_\_\_\_ Berkeley High School

  \_\_\_\_\_ Berkeley Independent Study High School

  \_\_\_\_\_ Berkeley Technology Academy

Total Amount to be Reimbursed: \$ \_\_\_\_\_

Description of the Materials Purchased: (please be specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please neatly attach the associated ORIGINAL receipt(s). Make a copy for your records.

Receipts should be dated from **July 1, 2018** through **April 15, 2019**

By signing below, I confirm that the materials described above were purchased to benefit student learning at Berkeley High School, Berkeley Independent Study High School or Berkeley Technology Academy and that these materials are not being paid for or reimbursed from any other source.

**Teacher's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Hard copies of check requests must be received at the Development Group's post office box (PO Box 519, Berkeley, CA 94701-0519) or in the box at BHS no later than **April 15, 2019**. Reimbursement checks will be sent within 2-3 weeks of our receipt of your completed and signed check request. If you have questions about this form or about the payment process, please e-mail [treasurer@bhsdg.org](mailto:treasurer@bhsdg.org).