



\$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**. Submit receipts and check request form for reimbursement!

Request reimbursement by April 10, 2020

- 1) Make your purchase(s). If you purchase via 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) **in an envelope**. Drop off in the Development Group's mailbox at BHS or mail by April 9, 2018 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 2-4 weeks. PLEASE MAKE COPIES OF YOUR ORIGINAL RECEIPTS & email us if it has been more than 4 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.

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 15th of the month for consideration in the next month. www.bhsdg.org/wp/grants

Expenditures must be made, and your check request and original receipts received, **by April 10, 2020**. Please be on time! Reimbursement requests after that date will not be honored. Reimbursements will not be made retroactively for any purchases made before July 1, 2019. We encourage you to send your requests as you incur the expense; 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
2019-2020 (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 Technology Academy
_____ Berkeley Independent Study High School

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, 2019 through April 10, 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 10, 2020**. 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.