



\$300 Classroom Mini-Grant for all Berkeley High School Teachers for 2020-2021!

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.**

Grant money must be spent on 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. **Please note that this year in addition to the mini-grants, BHS DG approved a technology budget for hardware to support distance learning. Teachers should contact Matt Albinson and Keldon Clegg if you have specific technology needs.**

Request reimbursement by April 9, 2021

- 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! All Amazon and online purchases must show "Item Shipped" in order to be eligible.
- 2) Submit your original receipt(s) and a Mini-Grant Form (<http://bhsdg.org/wp/grants>) either via **email to treasurer@bhsdg.org** or via mail **by April 9, 2021** to the BHS Development Group at: BHS DG, P.O. Box 519, Berkeley, CA 94701-0519. **Please bundle costs and submit only one Mini-Grant form.**
- 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.

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 9, 2021**. Please be on time! Reimbursement requests after that date will not be honored. Reimbursements will not be made retroactively for any purchases made before August 1, 2020. We encourage you to send your request as you incur the expenses, but all receipts must be turned in at once; 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!

**BERKELEY HIGH SCHOOL DEVELOPMENT GROUP (BHSDG)
Classroom Mini-Grant Check Request Form 2020-2021 (up to \$300)**

Teacher Name: _____

Subject you teach: _____

Total amount to be reimbursed: \$ _____

Preferred contact method for communications relating to this request:

Phone _____ OR E-mail _____

Should we deliver the check to (select one):

Requester's BHS mailbox (available only during the academic year when school is open)

Send by Mail to:

Name: _____

Street: _____

City, State, Zip: _____

School affiliation (check one):

Berkeley High School Berkeley Technology Academy Berkeley Independent Study HS

Description of materials purchased (please be specific):

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

Receipts should be dated from August 1, 2020 through April 9, 2021.

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: Submissions must be received at the Development Group's post office box (PO Box 519, Berkeley, CA 94701-0519), emailed to treasurer@bhsdg.org or in the BHSDG box at BHS no later than **April 9, 2021**.

FOR BHSDG USE ONLY

Date received: _____ Charge Acct #: _____ Authorized by: _____

Check #: _____ Check date: _____ Check processed by: _____

Action taken / Not approved: _____