

**Acton Boxborough Regional Parent Teacher Student Organization
Grant Form for the Acton Boxborough Regional High School**

Whereas the Acton Boxborough Regional Parent Teacher Student Organization (ABRPTSO) would like to provide support to the Acton Boxborough Regional High School each school year, and if the ABRPTSO has sufficient funds, the ABRPTSO invites the High School administration to submit a request for grant monies for this purpose.

The ABRPTSO requests that the grant form below be submitted with four weeks' notice per project or need for any amount \$2499 or under. For any amount of \$2500 or over, the form must be submitted 8 weeks in advance. Disbursement of grant monies in any given grant cycle may not exceed \$12,000 in total. The ABRPTSO requests that the funds be used in conjunction with our stated mission; per the ABRPTSO by-laws the organization's intent is to "Improve, provide, and maintain communication among parents, faculty, students, administrators, school committee, and community members, and to provide a framework for promoting excellence at both schools; to provide educational and informational programs; to encourage volunteers in the schools; to foster fundraising activities; and to serve the schools....". The ABRPTSO asks that the grant be used for purposes that would benefit the widest group of students possible and that the High School publicize the ABRPTSO's support, which is in turn consistent with our mission of communication. If the High School would like to pursue a long term project with grant monies over several grant cycles, that may be discussed with the ABRPTSO chairs.

The ABRPTSO requests that the High School administration confirm that the grant monies were spent as indicated in the grant application and within the current grant cycle of September 1, 2016 to June 30, 2017. Please provide supporting documentation by invoice, purchase order or administration letter of the used funds. If in any year the High School does not use the entire amount granted, the ABRPTSO requires that those unused funds be returned.

*Thank you for your participation in this grant program.
Guixin (Susan) He (guixin15@hotmail.com) - ABRPTSO Chair
Kavitha Manikandan (kavithamanikandan@yahoo.com) - ABRPTSO Chair
Anita Tang (anita.hc.tang@gmail.com) - ABRPTSO Treasurer*

ABRPTSO Grant Application for the Acton Boxborough Regional High School
Grant Cycle of September 1, 2016 - June 30, 2017

Date Submitted: _____

Amount Requested: _____

Purpose of Grant Monies Requested:

Signature of High School Administration: _____