



September 15, 2010

Dear Baker Teachers,

Each year the Baker PTO distributes funds to Baker School teachers to assist them in getting classroom products and covering the cost of services not normally covered by the Brookline School Department. This begins with the initial checks teachers receive at the beginning of September but is supplemented throughout the year with individual teacher requests.

The Baker PTO has funded many different types of projects/items throughout the year. We invite you to submit proposals for items or services that will support your work and let you do something wonderful for your students that you would not otherwise be able to afford. If you have an ongoing event, such as owls or author visits, please submit your requests as soon as possible. We are limited with our funds and have already received several requests for funding.

Last year we started a rolling funding process. This means at any time during the year you may submit a grant request to the committee. Approvals are quick with email being our main source of discussion. This year we will attempt to send reminders of the available grant funds every six weeks or so. We will run out of money as we do every year, so please submit your request as soon as you know about it. We will accept grant requests for the first half of the year until Dec. 1, 2010. We will begin accepting them again after the holiday break in January 2011 until the funds are depleted.

Please go to [bakerschoolpto.org](http://bakerschoolpto.org) and you will find a link on the home page for Teacher Grants. Or go right to [www.bakerschoolpto.org/teacher-grants.html](http://www.bakerschoolpto.org/teacher-grants.html). This form will ask you for the following information:

1. Your Name/Email/Phone number
2. Classroom(s) benefiting from the Grant
3. Grant amount requested (please include shipping costs)
4. Name of the product/program requiring grant support
5. In 300 words or less, please describe the program and its purpose. What do you hope the students will learn from this product or special program?
6. Have you requested this money from the principal, department head or other Brookline School Department employee?

If you have any questions please email me at [jimmy@guterman.com](mailto:jimmy@guterman.com).

Thanks,

**Jimmy Guterman**, Baker PTO Educational Grants Committee  
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