



Exceptional Kids Organization

www.ekpto.org

4733 Torrance Blvd. # 244

Torrance, CA 90503-4335

1-888-MYEKPTO (693-5786)

EKO Members Classroom Support Grant Application 2018-2019

Name: _____ Position: _____

Full Mailing Address (your check will be mailed to you at this address): _____

Email: _____ Phone: _____

School Site: _____ District or PAU: _____

Amount: \$ _____ Date: _____ Pre-Approval Request:

Project Description: Please include a brief but detailed description of how the funds will be used.

****You must be a member in good standing of the EKO****

Membership forms can be downloaded from the website above and submitted with this form

Instructions: Please fill out form completely. It can be submitted by mailing it to the EKO at the above address, by scanning the completed form into a PDF and emailing it to treasurer@ekpto.org, or the completed form can be turned into any Board member or brought to an EKO Board Meeting

Purpose: Money is to be used for classroom support only. Funds are not to be used for personal gain, to purchase supplies that can be obtained from the relevant school district, or for the exclusive use of classroom staff. Description should be detailed and concise. Please attach additional pages if necessary. For supplies and/or equipment include description, proposed use (including location), and vendor/store. For field trips please include destination, mode of transportation, and number of students, chaperones, and staff. For all other requests please include enough detail to allow the Board to determine if the request is an appropriate use of funds. Decisions of the Board are final. **The EKO will only pay to the individual submitting the form. Transportation companies, schools, and other vendors will NOT be paid directly.**

The maximum Classroom Support per classroom is \$300. Requests can be submitted at anytime during the school year but no later than May 13, 2019 to be considered. The EKO has allotted a total of \$10,000 for Classroom Support for the 2018-2019 school year. Money will be distributed on a first come, first served basis until these funds are exhausted. Requests must be submitted in writing and with *original* receipts. Copies of receipts are not acceptable. Pre-approval of a request can be obtained by submitting a completed form with a "Y" in the space provided. Funds will be set aside, but will not be disbursed until the original receipts are received. If a copy of this form is submitted for Pre-approval, please retain a copy to be submitted, with the original receipts, after the expenditure has occurred. Questions about what can be reimbursed can be sent to the EKO Board via email to info@ekpto.org or by calling the number above. PLEASE KEEP A COPY OF THIS FORM UNTIL FUNDS ARE DISBURSED.

(EKO use only)

Approved (Date): _____ **Initials :** _____ **Paid (Date):** _____ **Initials:** _____