



Taylor Road Middle School

August 2011

Dear TRMS Teachers:

Every year, the TRMS PTA has promoted a stipend program specifically designed as an incentive for all teachers who yearly join the membership of this local unit. We are happy to announce our continued commitment to this program, and once again, would like to offer a \$75 stipend to be used by all member teachers -at their own discretion - for classroom instructional supplies.

Here are the steps to follow if you would like to take advantage of this program:

- 1) Become a member of the TRMS PTA. Membership forms are located in the TRMS mailroom and also on the TRMS PTA website.
- 2) Purchase up to \$75.00 of classroom instructional supplies AND save your receipts.
- 3) Fill out a Teacher Stipend Form located in the TRMS mailroom and also on the TRMS PTA website (page 2 of this document).
- 4) Attach your receipt(s) to the stipend form and place in an envelope addressed to TRMS PTA Treasurer - Michele Mulroy. Please place envelope in the TRMS PTA mailbox located in the TRMS mailroom.
- 5) Please submit your reimbursement form by the December 16, 2011. We will not be able to accept Teacher Stipend requests after this date.

Respectfully submitted on behalf of the TRMS PTA



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TEACHER STIPEND

Amount: \$ _____ Date: _____

Description of Expenses: _____

Make Check Payable To: _____

RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT
** (Request for reimbursement must be submitted by December 16, 2011) **

FOR PTA USE ONLY:

Date Paid: _____

Check Number: _____

Amount: _____

APPROVED: _____
TRMS PTA Co-President