



TAYLOR ROAD MIDDLE SCHOOL PTA

5150 Taylor Road 🐾 Johns Creek, GA 30022 🐾 (470) 254-7090

Dear TRMS Teachers,

Every year, the TRMS PTA has promoted a stipend program specifically designed as an incentive for all teachers who are members of our local PTA unit here at our school. We are happy to announce our continued commitment to this program and, once again, would like to offer a \$50 stipend to be used by all member teachers - at their own discretion - for classroom instructional supplies. **Please note for this year, we will not be sending out the reimbursement checks until after September 30th. You can submit your requests before then but know that it won't be until after this date before you get your check.**

Here are the steps to follow if you would like to take advantage of our Stipend Program:

- 1) Become a member of the TRMS PTA if you have not done so already you may join online at www.taylorroadpta.membershiptoolkit.com. Teacher memberships are only \$10!
- 2) Purchase up to \$50.00 of classroom instructional supplies AND save your original receipts.
- 3) Print and fill out the Teacher Stipend Form on the second page of this document.
- 4) Attach your original receipt(s) to the stipend form and place them in an envelope addressed to TRMS PTA Treasurer. Please place the envelope in the TRMS PTA mailbox located in the TRMS mailroom.
- 5) Please submit your reimbursement form by November 30, 2021. We will not be able to accept Teacher Stipend requests after this date.

Questions? Please contact PTA President Ahmad Keichour at trmsptapresident@gmail.com.

Thank you,
Your TRMS PTA



Taylor Road Middle School PTA TEACHER STIPEND 2021 - 2022

Name _____

Amount: \$ _____ Date: _____

Description: _____

Make Check Payable To: _____

ORIGINAL RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT. Request for reimbursement must be submitted by November 30, 2021. Please note, we will not be able to start reimbursements until after September 20th.

For PTA Use only:

Date Paid: _____ Check Number: _____

Amount: _____

Approved: _____
TRMS PTA President