



Dear TRMS Teachers/Staff,

The TRMS PTA is promoting a stipend program for all the teachers/staff. We are happy to announce that we offer \$50 stipends (one per person), which can be used for any school-related project.

It's still not too late to become a part of the TRMS PTA! Use the following link to join: [Taylor Road Middle School PTA - Home Page \(membershiptoolkit.com\)](http://membershiptoolkit.com)

Staff memberships are only \$10, and by joining, you qualify for the stipend program!

How to apply for stipend money?

- Purchase up to \$50.00 of school/classroom supplies
- Purchases must have been made this school year
- Print and fill out the Stipend Form below
- Attach the original receipt(s) for the purchases to the form
- Place the form in an envelope addressed to the TRMS PTA Treasurer and leave in the TRMS PTA mailbox. Forms will be collected by Orly every Friday around 10:00 AM
- Checks will be delivered every Monday for the forms submitted the prior week

Please submit your stipend form starting September 15, 2022. Submit it for approval no later than November 15, 2022.

Have any questions?

Please contact the TRMS PTA Treasurer, Orly Klein, at trmsptatreasurer@gmail.com or VP of Administrative Support, Valli Balamurugan, at vallibalamurugan@gmail.com

Thank you for your continued support!
The TRMS PTA



STIPEND REQUEST FORM
2022 - 2023

Date of Request: _____

Teacher/ Staff member's name & title: _____

Make Check Payable to: _____

Total purchase: _____ **Amount of the Check (up \$50):** _____

Purpose: _____

Signature: _____

- **Original receipt(s) must be attached to the form**
- **Purchases must be related to the school/ classroom/ other school related project**
- **Purchases must have been made this school year**

***** FOR THE PTA USE ONLY *****

President's Approval: _____ **Date:** _____

Check Number: _____ **Date Issued:** _____

Comments: _____

Treasurer's Signature: _____