



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](https://membershiptoolkit.com) (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 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 11, 2023**. Submit it for approval no later than **October 13, 2023**.

Have any questions?

Please contact the PTA Treasurer Kelly Gordon at trmsptatreasurer@gmail.com or PTA President Kellie Allmon-Davis at trmsptapresident@gmail.com

Thank you for your continued support!
The TRMS PTA



**STIPEND REQUEST FORM
2023-2024**

Date of Request: _____

Teacher/ Staff member's name & title: _____

Make Check Payable to _____

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

Purpose _____

Signature of Requester _____

- **ORIGINAL RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT**
- **Purchases must be related to the school/classroom/other school related project**
- **Purchases must have been made this school year**

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

President's Signature: _____

Date Issued _____ **Check Number** _____

Comments _____

Treasurer's Signature _____