

September 2018

Dear TRMS Certified 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 $50 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 if you have not done so already. The staff PTA membership form is attached to this email for your convenience. You can turn in your completed form and payment in a sealed envelope in the PTA mailbox.

2) Purchase up to $50.00 of **classroom instructional supplies** AND save your original receipts.

3) Print and fill out the Teacher Stipend Form attached to this email.

4) Attach your original receipt(s) to the stipend form and place in an envelope addressed to TRMS PTA Treasurer. Please place envelope in the TRMS PTA mailbox located in the TRMS mailroom.

5) Please submit your reimbursement form by **December 17, 2018**. We will not be able to accept Teacher Stipend requests after this date.

Respectfully submitted on behalf of the TRMS PTA

Taylor Road Middle School

TEACHER STIPEND 2018-2019

Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Make Check Payable To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORIGINAL RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT**

**\*\*(Request for reimbursement must be submitted by December 17, 2018)\*\***

For PTA Use only:

Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TRMS PTA President