



TAYLOR ROAD MIDDLE SCHOOL PTA

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

September 20, 2019

Dear TRMS Certified 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.

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.
 - **If you have not joined and submit a Teacher Stipend Form nonetheless, you are consenting to have us deduct the \$10 Staff Membership fee from your stipend and enroll you as a PTA Member.**
- 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 **October 25, 2019**. Note that this date is earlier than in previous years, and that we will not be able to accept Teacher Stipend requests after this date.

Questions? Please contact PTA President Brianna Graham at trmsptapresident@gmail.com.

Thank you,

Your TRMS PTA



Taylor Road Middle School PTA
TEACHER STIPEND 2019-2020

Name _____

Amount: \$ _____ Date: _____

Description: _____

Make Check Payable To: _____

ORIGINAL RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT
**** (Request for reimbursement must be submitted by October 25, 2019) ****

For PTA Use only:

Date Paid: _____

Check Number: _____

Amount: _____

Approved: _____

TRMS PTA President