



Robinson HS Foundation

2018-2019

Faculty Grant Program



Dear Robinson High School Faculty:

The Robinson High School Foundation's Faculty Grant program provides supplemental funds for our teachers, coaches, and administrators to support and enhance the educational experiences of our students, both inside and outside of the classroom. Some examples of Faculty Grant requests include, but are not limited to, classroom materials and supplies; books and supplemental printed materials; lab equipment; conferences, seminars, and coaches' clinics; student competitions and field trips; guidance counseling resources; and technology.

Please bear in mind that the RHS Faculty Grant Program is a resource to be used when sufficient funding is not otherwise available. If you have a focused need, we are ready to receive your grant requests. Please complete the attached Grant Request Form and submit it to the RHS Principal.

Grant requests are due to the RHS Principal by noon on the second Friday of each month. You will be notified as soon as possible about your grant request.

Please remember to check with your department head to determine if there are funds available for your Grant Request before submitting it!

In the Product/Event Detail section of the Grant Request Form, provide all cost details, including shipping & handling costs, if applicable. **THE ROBINSON HIGH SCHOOL FOUNDATION IS A 501(C)(3) CORPORATION AND IS EXEMPT FROM SALES TAX. ANY PURCHASES MADE WITH A PERSONAL CHECK OR CASH ARE NOT ELIGIBLE FOR SALES TAX EXEMPTION. TO TAKE ADVANTAGE OF THE SALES TAX EXEMPTION, PAYMENT MUST BE MADE WITH A FOUNDATION CHECK. PLEASE USE THIS MONEY-SAVING OPTION WHENEVER POSSIBLE.**

In the "Grant Request Details" section of the Grant Request Form, please describe how what you've requested will help you enhance your students' learning experiences and/or your professional development.

ALL GRANTS WILL BE CONSIDERED ON A FIRST COME, FIRST SERVED BASIS. ACADEMICALLY FOCUSED REQUESTS WILL HAVE FIRST PRIORITY. Grant requests may be held and determined at a later date.

If you have any questions, please contact:

Robert Bhoelai, RHS Principal, robert.bhoelai@sdhc.k12.fl.us

Carrie Werdine, RHS Foundation Treasurer, fwerdine@verizon.net

Thank you for your dedication to our students and your tremendous efforts on their behalf.

Clarke Hobby

RHS Foundation President

Clarke.hobby@hobbylaw.net

ROBINSON HIGH SCHOOL FOUNDATION

P.O. BOX 13928, TAMPA, FL 33681 www.rhsknightsfoundation.org

SCHOOL DISTRICT OF HILLSBOROUGH COUNTY
T.R. Robinson High School
Inter-Office Communication

DATE: _____
 TO: RHS PRINCIPAL

FROM: Teacher: _____
 Email: _____
 Department: _____

ADMINISTRATIVE USE ONLY		
Approved:	YES	NO
Amount Approved:	\$ _____	
Authorized By:	_____	

SUBJECT: GRANT REQUEST

How does this grant request need to be paid? Credit Card Check
 Who does this check need to be made payable to? _____
 What needs to be done with check? Mailed Given to School Given to RHS Principal

Product/Event Details

ITEM	Product or Lawson # (if applicable)	VENDOR NAME	QTY	PRICE EACH	TOTAL ITEM COST

Push "TAB" in last box to create another row if needed

SUBTOTAL	\$
Shipping & Handling (if applicable)	\$
TOTAL of GRANT REQUEST	\$

Grant requests are due to the RHS Principal by noon on the second Friday of each month. You will be notified as soon as possible about your grant request. Please remember that all items purchased with this grant become the property of Robinson High School and grant requests expire at the end of the school year.

Grant Request Details

Below (and on the back of this sheet if necessary), please describe the details of your grant request. Be sure to explain how it will increase student achievement and/or enhance the academic experience for RHS students. Attach all applicable documentation (e.g., estimates, receipts, specification sheets, proposals, contracts, brochures, etc.).