PARENT TEACHER FELLOWSHIP
St. Margaret's Episcopal School
31641 La Novia
San Juan Capistrano, CA 92675
(949) 661-0108 ext. 351
(949) 240-7398 fax

January 16, 2012

Dear St. Margaret's Faculty and Staff:

The Parent Teacher Fellowship (PTF) Annual Grant Cycle has begun and invites you to submit a 2012-2013 Grant Request Form. The qualifying grants must comply with both the mission of the PTF and the school's strategic plan. The mission of the Parent Teacher Fellowship is to offer enrichment to St. Margaret's students, teachers, and families by supporting educational, cultural, physical and spiritual needs. The school's strategic plan priorities are as follows:

- 21st Century Learning Initiatives
- Professional Learning Development
- Information Skills and Technology Development
- New Initiatives that Enrich the Student Community

The PTF will raise funds for the 2012-2013 Grant Program through various PTF-sponsored events during the 2011-2012 school year which includes the Library Luncheon, Hot Lunch Program, eScrip, Tartan Faire, Tartan Trot and Boosters merchandise. Funds raised from the All-School Spring Fundraiser on March 10, 2012 will be donated towards the construction and completion of Sillers Hall renovation.

The Grant Review Committee is composed of the Associate Headmaster, Division Principals, Academic Dean, Department Chairs, the Director of Information Technology, the Director of Finance and Operations, and the PTF Grant Committee.

GRANT PROCESS

The PTF Grant Request Form can be downloaded from the website at www.smes.org/ptf under Information and Forms.

- All grant requests must be submitted electronically to Beth Adamany, beth.adamany@smes.org, no later than ***Thursday, March 1, 2012***. The PTF Grant Request Form and supporting documents will then be reviewed and will not be considered complete until all criteria has been received.

- The PTF Grant Committee will submit the recommended grants to the PTF General Membership Board for final approval at the May 17, 2012 meeting.

- All grant requestors will be notified of the status of their grant beginning May 18, 2012

- The culmination of the grant process is a PTF Grant Luncheon celebration on Tuesday, May 23, 2012 at 11:00 am in the Fountain Courtyard for all staff members.

The PTF looks forward to your involvement and encourages you to submit your grant proposal at your earliest convenience. Please feel free to contact us with any questions or concerns.

Sincerely,

Michelle Williams
PTF Grant Chair
Mmwilliams3@hotmail.com

Karen Carnahan
PTF President
karencarnahan@cox.net