Enrichment Request Procedure

The PTA has in its budget a line item for Enrichment. These funds have been set aside to support enrichment programs within each school. Enrichment programs can take the form of resources and programs that enhance our curriculum, support student achievement and promote a positive school climate.

Please note that there are limited funds available. The criterion for assessment will include the overall cost, the number of students or group of students that will specifically benefit, whether a similar program has already been done, and remaining funds in the budget. Some requests may be met partially or may require revision. While the PTA would like to support every program, this may not be feasible based on the number of requests submitted. Our goal is to impact as many students as possible.

To request funding for enrichment, please follow these steps:

1. Fill out the Enrichment Request Form word document electronically available under the Forms & Files section of the PTA website ([www.lumbertonpta.org](http://www.lumberton.k12.nj.us)).
	1. Describe the activity as completely as possible.
	2. Identify the students that would benefit from the activity, including the number of students affected.
	3. Provide as accurate an estimate of the cost as possible along with the basis for the estimate (e.g. quote, cost per student).
2. Email and review your enrichment form with the principal of your school. You will need their approval before submitting the request to the PTA.
3. Email the approved request to lumbertonptapresident@gmail.com. Any requests submitted will be reviewed and considered by the board prior to the next scheduled PTA board meeting, if possible.
4. You will be contacted once the request has been reviewed and voted upon.

Please be aware that if your Enrichment request is granted, any items purchased through our Enrichment budget remain the property of the Lumberton Township PTA and Lumberton Township School District. Should you leave the district, these items must remain in our schools. Thank you for your cooperation.