

For All Berkeley High School Teachers!

Thanks to the generosity of our community of donors, the BHS Development Group is delighted to offer every BHS classroom teacher, including Independent Study and B-Tech teachers,

A GRANT OF \$200

to support your classroom needs.

All you need to do is make your purchase(s) and mail your original receipt(s) along with the attached simple check request form (on the next page) to the BHS Development Group.

Mail to:

**BHSDG
P.O. Box 519
Berkeley, CA 94701-0519**

and you will receive reimbursement of up to \$200 in approximately 2-4 weeks.

You **do not** need to fill out an application form, wait for the Development Group board to vote on your proposal, get departmental approval, or write a report.

Grant money must be spent on classroom materials, books, or consumables that will *benefit student learning*. If you have any questions about qualifying purchases or the reimbursement process, please contact the BHS Development Group's Treasurer at treasurer@bhsdg.org or call 510.464.1181 .

Expenditures must be made, and your check request and **original** receipts received,
by March 1, 2010.

Reimbursement requests after that date will not be honored.

Reimbursements will not be made retroactively for any purchases made before **June 13, 2009**.

*The BHS Development Group is grateful to all teachers at BHS, B-Tech and Independent Studies
Thank you for all the work you do!*

**CHECK REQUEST UNDER THE BERKELEY HIGH SCHOOL DEVELOPMENT GROUP'S
2009-2010 CLASSROOM NEEDS GRANT (UP TO \$200)**

Total Amount to be Reimbursed: \$ _____

Description of the Materials Purchased: (please be very specific)

Please attach the associated receipt(s). ORIGINALS PLEASE

Name of Teacher: _____

Subject Area Taught: _____

Address where you would like your check mailed:

Preferred contact method for questions and other communications relating to this request:

- Phone _____ Best time: _____
- E-mail _____

School Affiliation (check one):
 Berkeley High School
 Berkeley Independent Study High School
 Berkeley Technology Academy

By signing below, I confirm that the materials described above were purchased to benefit student learning at Berkeley High School, Berkeley Independent Study High School or Berkeley Technology Academy and that these materials are not being paid for or reimbursed from any other source.

Teacher's Signature

Date:

***Note to All Teachers at BHS, B-Tech, or Independent Studies:** Check requests under this grant must be received at the Development Group's post office box (**PO Box 519, Berkeley, CA 94701-0519**) no later than **March 1, 2010**. We will issue your reimbursement check within 2-4 weeks following our receipt of your completed and signed check request. If you have any questions about this form or about the payment process, please e-mail treasurer@bhsdg.org and put Classroom Grant Question in the subject line of the email.*

PLEASE NOTE: If you are receiving this form electronically, it MUST be printed out, filled out and then mailed to the address listed above - no electronic submissions will be accepted.