



Classroom Support Grants

What is a Classroom Support Grant?

Each year, Rockwell PTA sets aside more than half of its budget to provide **Classroom Support Grants** for our teachers, specialists, and support staff. These grants are designed to give staff the flexibility to purchase what they need to best support student learning and classroom experiences.

Funds may be used for anything directly connected to teaching or supporting students at Rockwell, such as:

- Classroom supplies and manipulatives
- Curriculum materials or subscriptions
- Books for the classroom or library
- Field trip costs (cannot be used to cover transportation due to Insurance)
- Student incentives, awards, or recognition programs
- Technology or software licenses
- Art, music, or PE supplies
- STEM or science lab materials
- Flexible seating or organizational tools
- Professional development resources (books, workshops, etc.)

Each staff member will be allocated a set amount, and Emily Taylor (funds@normanrockwellpta.org) will be in touch to share your specific grant total. Any funds not spent by **March 1, 2026** will return to a general fund. After that date, unspent money will be available on a first-come, first-serve basis or may be used by the school for other needs.

How to Use Your Classroom Support Grant

There are **four simple options** for accessing your funds:

1. PURCHASE & REQUEST REIMBURSEMENT

- a. Buy the item yourself and submit the online [Reimbursement Request Form](#)-- paper reimbursement forms will no longer be accepted.
- b. Upload a picture of all receipt(s) with the form
- c. Reimbursements are processed within two weeks.

2. SHOP USING THE PTA AMAZON BUSINESS ACCOUNT:

a. Join the Account (only need to do this for the first time)

- i. Click this link: [Join Rockwell Amazon Business Account](#)
- ii. Follow the on-screen steps to join.
- iii. Important: This will create a *second Amazon account* connected to your same email address.
 1. You will be able to switch between your personal account and the PTA Business account anytime when shopping by clicking on the profile button on the top navigation bar in Amazon)

b. Shop for Your Items

- i. Make sure you are shopping under the PTA Business account (check the top navigation bar on Amazon).
- ii. Shop and add your items to the cart as you normally would.

c. Place Your Order

- i. Proceed to checkout and place your order as usual.
- ii. Under the required "Budget Line Item" please state: "Classroom support grant"
- iii. Enter the address you'd like your items shipped to
- iv. Select, "Request Approval" to place order

d. Alert the PTA

- i. After placing your order, immediately send an email to funds@normanrockwellpta.org to let them know that you've placed an order that is awaiting approval. Please note that we don't automatically get notifications when approvals requests are pending.

e. Wait for Approval

- i. Once approved, your items will ship as normal.
- ii. No additional information/forms will be needed

3. SUBMIT AN INVOICE FOR PTA TO PAY

- a. For experiences like field trips, request an invoice from the vendor.
- b. Complete [Payment Request Form](#) and attach the invoice.
- c. PTA will pay the invoice directly within two weeks and notify you once payment is made.

4. REQUEST PTA TO PURCHASE ITEMS FOR YOU

- a. Use the [Purchase Request Form](#) to send us a link or screenshot of the items in your cart.
- b. Be sure the cart is complete and clearly shows the exact items you need.
- c. PTA will place the order on your behalf.

If you have any questions about Classroom Support Grants, please reach out to our Funds Allocation Chair, Emily Taylor at funds@normanrockwellpta.org or Cydney at president@normanrockwellpta.org