



Additional information for 2025-2026 Teacher/Staff Stipend and Small Grant Reimbursements

The PTSA has budgeted a fixed amount to reimburse teachers and staff for school supplies they may purchase (stipends), and for the Building Leadership Team to approve additional amounts to cover specific needs (small grants). In keeping with the mission of the PTSA, these funds may only be used in furtherance of student learning or well-being.

Stipends:

1. Full and part-time teachers and staff at Garfield may be reimbursed up to \$350 for expenses incurred during the 2025-2026 school year for the benefit of students. Examples include classroom supplies, décor, student snacks, equipment and subscriptions.
2. Stipend receipts must be dated between August 1, 2025 and May 31, 2026.
3. Teachers and staff may not pool their stipends to make larger purchases. Instead, these should be submitted through the small grant approval process.
4. Gift cards are not eligible for reimbursement. PTSA cannot advance funds or make purchases on behalf of teachers/staff.

Small Grants:

1. Larger expenses (examples: classroom books, field trips, club supplies) may be pre-approved through the BLT's small grant process.
2. Please contact Jess Allen for information about the small grant process and how to apply: jmallen1@seattleschools.org.