***The Murch Home and School Association***

***P.O. Box 6356***

***Washington, D.C. 20015***

[Date]

Dear [teacher name]:

Thank you for applying for an HSA-sponsored teacher-directed grant this year. We have reviewed all of the grants, thoughtfully considered, and voted on each one. When voting on the application, we considered the criteria outlined in the teacher-directed grant guidelines provided to staff at the start of the process.

We are pleased to be able to fund the vast majority of the requests made this year. Any issues with individual requests, of which there were very few, are being addressed directly with those staff members. The requests that will be funded include [sample list of things requested, such as "leveled readers, math manipulatives, games, rugs, screens, classroom organizational tools, and a host of other teaching resources"]. We appreciate the care and thought that went into crafting each request.

The Committee has approved the purchase of all the items you requested, for a total of approximately [cost]. A complete list of the approved items is attached. [HSA purchaser] will purchase these items for you, working with you and [designated school staff member] as necessary. If you have any questions about this purchase, please contact [Purchaser] at [email].

If you have any questions about the grant process, please feel free to contact [HSA Vice President] at [email] or [HSA Co-President] at HSAMurch@gmail.com.

Sincerely,

The HSA Teacher Grant Committee

cc: Principal Chris Cebrzynski

**HSA Teacher Grant - Approved Items for [Teacher name]:**

[List of specific items]