

Toronto Catholic District School Board

Parent Reaching Out (PRO) Grant
Reporting Template

School		
Current School Allocation (LOC 333xxx)		
Amount Requested for Reimbursement	\$500.00 (Maximum)	
Parent Engagement Initiative/Project (PRO funds cannot be used for student activities, initiatives, or materials)		
Date Requested		
Principal's Name/Signature		
CSPC Chair/Co-Chair(s)'s Name(s)/Signature(s)		

PRO Reimbursement Checklist

	1. Completed PRO Grant Reporting Template (Principal and Chair/Co-Chairs)
	2. Completed Cheque Requisition (Principal)
	3. Original Invoices/Receipts

PRO Reimbursement Processing

<ol style="list-style-type: none"> Complete PRO reimbursement package is sent by the principal to manuela.sequeira@tcdsb.org Once verified, request is submitted to Business Services, with a Cc to the school principal Business Services will transfer the funds to the account specified on the cheque requisition Principal notifies the CSPC chair/co-chairs that funds will be transferred Principal to add a copy of signed completed PRO reimbursement package to the CSPC financial records
