

Salem School PTO Club Funding Policy

Approved 10/21/08

It is the policy of the Salem School PTO to support and encourage clubs for the students of Salem School. To that end the PTO will include a line item for clubs in its budget each year. The dollar amount within the Club Line Item may change from year to year as deemed appropriate by the PTO Membership.

For purposes of the Salem School PTO, a club is defined as a group of students, facilitated by at least one adult, who have organized and meet regularly to pursue a common area of interest outside of the regular school curriculum. **To qualify for PTO funding, clubs must be recognized and approved by the administration of Salem School.**

Any qualifying club may apply for financial assistance from the PTO at any time from September through June during the school year. **In any given school year, where a school year is defined from July 1st of one year until June 30th the following year, clubs may receive assistance up to a Cap which will be set by the PTO Membership at the September PTO meeting.** In setting the Cap for the year, the PTO Membership will take into consideration the amount of money in the Club Line Item and the anticipated number of clubs.

Clubs will receive funding based on availability of funds. To promote equity in funding, the PTO recommends that club facilitators apply for assistance from the PTO as early as possible and preferably by the September PTO meeting. At that meeting, the PTO Membership will divide the money in the Club Line Item of the annual budget evenly between the clubs applying for funding up to the Cap for each club. If one club needs less funding than it would receive by this equitable distribution, then its funding will be subtracted out from the Club Line Item and the remainder divided between the remaining clubs up to the Cap per club. Please see the Appendix of the "Policy for Funding Clubs" for concrete examples.

Any money remaining after the September PTO meeting will be allotted to clubs on a first-come, first-served basis. If more than one club applies for funding in a given month, any remaining funds will be divided between the applicants up to the Cap. This process can continue until no funds remain in the Club Line Item, at which point new applicants will be asked to seek alternative funding for the current school year and apply again the following September.

Funding from the PTO may be used to purchase equipment and supplies or to cover fees. PTO funds may not be used to pay facilitators.

To apply for funding, club facilitators or members must complete the Club Funding Application Form and bring 3 copies to a PTO meeting. Funds will be allotted from the Club Line Item as described above. **In general, the disbursement approach will be to reimburse club facilitators and/or members when valid invoices and receipts are provided to the Salem School PTO Treasurer.** Other arrangements may be made for exceptional circumstances, however documentation is always required. A club that fails to supply adequate documentation may not receive funds in the following school year.

2008-2009 Club Funding Application Form

Instructions: Complete the information requested below and obtain the required signatures; then bring three copies of the Application to the next PTO meeting. Be sure to keep a copy of the Application and the Club Funding Policy for your records.

Club Name: _____ **Date:** _____

Name of Facilitator: _____ **Phone:** _____

Club's Dates of Activity: From _____ **To** _____

Grade Level(s) of Eligible Students _____

Number of Students Expected to Participate _____

Funding Requested (Up to \$500): \$ _____

How will the funds be used? _____

Briefly describe the goals of the club. _____

Facilitator's Signature Date

Middle School Principal's Signature (if applicable) Date

Elementary Principal's Signature (if applicable) Date

PTO Use	
Date Received	_____
Date Reviewed	_____
h Accepted	h Rejected
Comments	_____
