

# Salem School PTO

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**TITLE:** Policy and Procedure for Handling Enrichment Requests

**DATE ADOPTED:** February 24, 2009

## **POLICY/PROCEDURE(S):**

It is the policy of the Salem School PTO to offer Classroom Enrichment Funding each year. The purpose of Classroom Enrichment Funding is to encourage special programs, speakers, field trips, assemblies, and other forms of enrichment that support the Salem School educational plan and curriculum but that are not covered by the Salem School budget

### Definitions:

- **Section** refers to a group of students who share a homeroom teacher.
- **Grade Level** includes all the different sections of a single Grade from K-8.
- **Special Areas** include art, music, physical education/health, world languages, computer/technology, the Elementary School's wellness/information cycles, and Pre-K.

The Enrichment Line Item (ELI) of the PTO budget will be set for the following school year at the May PTO meeting when the budget is approved. An amount (\$X) is shared by all homeroom teachers at each Grade Level. An amount (\$Y) is shared by all the teachers of each Special Area. Grade Levels do not have to receive the same funding as Special Areas. Hence with our current set up of 9 Grade Levels (K-8) and 7 Special Areas, the formula for calculating the total Enrichment Line Item in a given year can be expressed as:

$$\text{ELI} = \$9X + \$7Y$$

The PTO can establish the ELI for the following year either by working backward from a specific funding amount or forward based on desired funding for each Grade Level.

In the fall, the PTO Liaison will provide each teacher with an Explanatory Letter and an Enrichment Request Form. The letter will include the amount available to each Grade Level or Special Area for the year, as well as provide an overview of the process. Examples are attached. Blank Enrichment Request forms will also be available in the Teacher Lunch Room in a location described in the Explanatory Letter.

### **The Procedure for Making and Handling of an Enrichment Request is as follows:**

1. The Contact Teacher gathers the necessary information and fills out an Enrichment Request form. All lines must be filled, including an accurate

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- Amount Requested from PTO* and *Please Make Checks Payable to.* Signatures from all affected teachers must be obtained. For example, since the Enrichment Funding is distributed by Grade Level all teachers at the Grade Level must sign the form to acknowledge the expenditure of funds.
2. Once the form is complete, the Contact Teacher returns it to the PTO Liaison Mailbox in the Teacher Lunch Room.
  3. The PTO Liaison takes the Enrichment Requests to the Administration for approval. The Middle School Principal will examine requests that impact the Middle School Grade Levels and Special Areas curricula, while the Elementary Principal will look at requests that impact the Elementary Grade Levels and Special Areas curricula. To be eligible, Enrichment Requests must support the Salem School educational plan and curriculum and must not be covered by the Salem School budget.
  4. If the request was not approved by the Administration, the PTO Liaison will notify the Contact Teacher who can then work with the Administration to seek an alternative solution.
  5. If the request was approved the PTO Liaison will bring the Enrichment Request to the next PTO Meeting for review and approval by the PTO.
  6. The PTO Liaison will notify the Contact Teacher as to whether or not the request was approved by the PTO. If not approved, the PTO Liaison will explain the reason. If approved, the funding can be provided in one of two ways:
    - a. The preferred approach is for the Contact Teacher to make the purchase and provide a receipt which will be reimbursed by the PTO Treasurer.
    - b. The other approach is for the Contact Teacher to provide an ***accurate*** estimate and the name of the vendor to which the check should be written, and the PTO Treasurer will issue a check. A receipt or invoice must be provided to the PTO Treasurer as soon as possible after the transaction. The receipt or invoice should be put into an envelope marked "PTO Treasurer" and placed in the PTO Mailbox.
  7. Requests received after the deadline noted on the Enrichment Request Form (usually **the date of the April PTO meeting**) will not be considered. Given that the approval cycle can take up to a month from submission, depending on when requests are received and when the next PTO meeting is scheduled, teachers are strongly encouraged to plan ahead.