

Salem School PTO

TITLE: Policy and Procedure for Handling Special Funding Requests

DATE ADOPTED: February 24, 2009

POLICY/PROCEDURE(S):

Occasionally the Salem School PTO receives requests for funding that were not anticipated in the budget for the current year. When that occurs, the PTO must consider many factors, including but not limited to whether the request fits with the mission and goals of the PTO, whether the PTO has the funds to commit to the project, whether other possible funding avenues have been adequately explored, and whether or not the assistance would set a precedent regarding a recurring cost which should be the responsibility of another entity.

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

1. The Contact gathers the necessary information and fills out a Special Funding Request form. All lines must be filled, including an accurate **Amount Requested from PTO** and **Please Make Checks Payable to**. It is strongly recommended that parties making a request do so as early as possible, as the process and the PTO meeting schedule dictate the requests can take several weeks to approve.
2. Once the form is complete, the Contact returns it to the PTO Liaison Mailbox in the Teacher Lunch Room.
3. The Liaison brings the Special Funding Request to the PTO Executive Board for discussion. The PTO Board will make an initial determination of whether it would be feasible and appropriate for the PTO to honor the request.
4. If the PTO Board determines that it is not feasible or not appropriate for the PTO to fund the request, the Liaison notifies the Contact of this decision and provides a rationale for the decision. If the PTO Board determines that it might be feasible and appropriate for the PTO to fund the request, the PTO Liaison takes the Special Funding Requests to the Administration for approval. The Middle School Principal will examine requests that impact the Middle School Grade Levels, while the Elementary Principal will look at requests that impact the Elementary Grade Levels.
5. If the request was not approved by the Administration, the PTO Liaison will notify the Contact who can then work with the Administration to seek an alternative solution.
6. If the request was approved the PTO Liaison will bring the Special Funding Request to the next PTO Meeting for review by the PTO. In deciding whether to approve a Special Request, the PTO will consider the impact of the request on the PTO operating budget, whether the Special Request falls within the scope of the PTO's mission and goals, whether other possible funding avenues have been adequately explored, whether the request sets a

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precedent for future funding requests, and other factors deemed appropriate by the PTO Executive Board and/or membership.

7. The PTO Liaison will notify the Contact 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 to make the purchase and provide a receipt which will be reimbursed by the PTO Treasurer.
 - b. The other approach is for the Contact 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.