

Elmhurst PTA Council D205 PTA gift acceptance timeline & process

Timeline

May-

District administration provides PTAs with a list of funding priorities (district-wide & school specific). This can be used as guide for PTAs to use when determining their plans & goals for the following school year.

July-August

PTA leadership teams create a working budget which includes fundraising goals and funding priorities. Collaboration with the principal is encouraged to ensure everyone is working towards the same goals.

September-

PTA Presidents will present the budget (including fundraising goals and priorities) to their principal and membership for approval.

Determine, ahead of time, how excess funds will be used if fundraising projections are exceeded. Ideas to consider:

- Increase operating budgets for school programming
- Contribute to D205 Foundation to support district-wide initiatives
- Support district SERG, REACH and Behavioral Health programming
- Donate to PTA Council Scholarship fund for graduating seniors

October-

By the 1st of the month, all PTAs will submit their budgets and fundraising plans to the PTA Council Executive board.

By the 15th of the month, the PTA Council Executive board will share the plans with D205 Administration and members of the Board of Ed. The group will ensure that all plans fit within the larger framework of the district and allows for planning time to ensure equity.

If unexpected needs or opportunities arise during the year, the process is as follows:

- PTA President and Principal work collaboratively to articulate the need
- PTA President submits to PTA Council President to share with Administration and PTA Council Executive board
- It will be evaluated based on the ability to equalize across other schools and its alignment with the focus & direction of the district
- Administration will bring to the BOE for approval if it meets these criteria