

Flatirons PTO Financial Request Policy and Procedure

This policy is intended to give a clear method and timeline to monies requested of the PTO by teachers, groups, individuals, staff and administrators.

The PTO strives to maintain a budget for mid-year requests in order to support funding needs that would not have been anticipated in the annual budgeting process (completed each Spring). Decision for funding based on both the Guiding Principles and the availability of PTO funds.

It is to be expected that larger dollar requests are more likely to be fundable if the requests are made early in the year or for the following school year. Still, the PTO will strive to fund requests that best meet the Guiding Principles regardless of time of year.

Guiding Principles

- Continued betterment of the school/students
- Direct opportunities for students
- Enrich activities/experiences for the students in a variety of subjects
- Target a wide population of beneficiaries rather than the individual
- Seek widespread benefits that last multiple years or provide opportunities that's benefits are continued for multiple years
- Provide opportunities for parent/family involvement
- Create community, including teachers and staff
- Supports and enhances achievement set by teachers, school and BVSD goals
Provides support beyond the essential academic programs, materials and training provided by the district
- Provide wide base of insight, experience and expertise that PTO members are willing and eager to share in classrooms, committees and within the school/BVSD. PTO is more than just a funding source.

Procedure

Requesting party should provide at least the following information as part of a PTO request. Please elaborate as much as possible to allow the PTO to evaluate the request in a timely way.

1. Identify the need, affected student communities and beneficiaries of this request.
2. Provide the amount of support required and when it is needed by.
3. Identify what other sources of funding have been pursued, if any.
4. Describe how the request supports the PTO Guiding Principles.

Requesting Level and Expected Process

Individual financial support requests fall in three categories:

Minimal (less than \$150) – Attendance at PTO meeting is preferred but not required. PTO Board will typically report a decision at the following PTO meeting.

Moderate (between \$150 and \$1,000) – Attendance at PTO meeting is requested to permit addressing questions immediately. PTO may report decision at the following PTO meeting, but additional time may be needed depending on circumstances and timeliness of situation.

Capital or Large Project Requests (over \$1,000) – Attendance at a minimum of one meeting required. Principal is to provide review of request in advance and approve for presentation to PTO. An additional month is likely to be needed to report PTO decision and timing of funding, if granted.

If a request is denied or postponed, an explanation will be provided.