

## PTA Fund Allocation Committee Guidelines 2008-09

The Fund Allocation Committee, (FAC), will provide grants to the school staff and teachers per their request. The funds will be awarded by the FAC at its' discretion based on demonstrated need through a written request. Preference will be given to those requests demonstrating need based on the criteria of a rise in achievement levels within our student population.

Achievement will include the following categories:

- Academics
- Enrichment
- Leadership
- Social
- Community Involvement
- Health and Safety

There is no pre-set "cap" amount to grants. The amount allowed shall be based on the committee's discretion. The funds will be distributed throughout the school year. The FAC shall update the PTA, teachers, and staff, regarding the activity of the FAC on a monthly basis. This update will include the grants funded, and the account balance.

The fund request process will proceed as follows:

- 1) Initial written fund request should be submitted directly to Jeanette in school office.
- 2) Jeanette will submit a copy of the request to the Principal for consideration, and place another copy in the PTA box to the attention of the FAC Chair. Then Jeanette will notify the FAC chair by e-mail about the pending request.
- 3) Principal has five school days to determine if the school budget can accommodate the request. Principal will e-mail decision to FAC chair.
- 4) If the school budget will pay for the request, the FAC chair will submit an approval letter to the requestor within two school days. The letter will notify the requestor of the approval of funds in the school budget, and direct the requestor to Jeanette to seek the approved funds. The FAC chair will notify the FAC by e-mail of the request paid through the school budget.
- 5) If the school budget cannot accommodate the request, the FAC chair will e-mail the pending request to the FAC for consideration. The FAC members will have three school days to discuss the fund request by e-mail with the other committee members.
- 6) A meeting may be requested by any FAC member if the e-mail discussion is not sufficient, otherwise, the FAC will vote on the request via e-mail. A simple majority is required to grant a request.

- 7) If the request is denied, the FAC chair will submit a denial letter to the requestor within two school days.
- 8) If the request is approved, the FAC chair will submit an approval letter to the requestor within two school days directing the requestor to contact Jeanette for the funds. The FAC chair will notify the PTA treasurer of the fund approval, and request a check made payable to the school.
- 9) The PTA treasurer will submit a check to the school office within two school days.