

Ben Franklin Elementary PTSA Funding Request Guidelines (September 2011)

Requests will be considered according to the following:

1. The Franklin Efficient and Effective Operations Committee (EEO) will review funding requests over \$500.00 to determine whether there is an appropriate school budget to fund the request. If not, the funding request will be forwarded to the PTSA for consideration.
2. The individual/individuals requesting funding must complete a "Funding Request Form".
 - Supporting data (i.e. photocopy from catalog, testimonials of product effectiveness, etc.) must be attached to the request.
 - The funding request needs to take into account any on-going/additional financial commitment it will require from the PTSA.
 - The form must be received at least *one week prior* to the monthly PTSA meeting.
 - A duplicate form must be placed in the Montessori PTA box for requests affecting both Franklin and Montessori at Franklin students.
 - Funding request shall indicate appropriate expense budget that will fund the request
3. Individual(s) requesting funding may be requested to attend the monthly PTSA meeting. A brief written or verbal (1-2 minutes) explanation of the request is required. Verbal presentations also allow PTSA members the time to ask questions and/or seek additional clarification.
4. Specific Funding Requests:
 - Field Trips: The PTSA will fund field trips per grade level or similar programs up to about \$900. The actual amount will be determined on a per student basis. Included in this cost may be transportation, admittance/participation, with chaperones (1 adult per 10 students). Food/lunch is not included for day trips.
 - Supplemental Educational Enrichment Materials
 - School Climate: PTSA may fund items such as equipment for the building, classroom, and/or staff use.
 - Teacher's fund: Classroom teachers that are BF PTSA members are eligible to be reimbursed for a specified amount of money per year for classroom teaching supplies. The amount will be the same for all classroom teachers. Intervention and support teachers that are PTSA members are able to be reimbursed for teaching supplies (that amount may differ from classroom teachers).
 - 5th Grade Party: PTSA will fund the cost for Franklin students (transportation, admission, chaperones, rentals and food) up to, but not to exceed, \$500.00. Receipts for prizes, decorations and other miscellaneous items will not be reimbursed by the PTSA. No money will be collected by individual students. For more details, please see the guidelines for the 5th grade party.
5. Notification of funding request approval will be sent out by email.
6. Actual funds will be disbursed as follows:
 - Reimbursement for purchases will be made to an individual after an invoice or receipt is received by the treasurer. (Please place invoice/receipts in the PTSA mailbox).
 - On-line ordering will need to be completed by the individual requesting funds through Franklin building procedures. Reimbursement of building funds will occur once and invoice is received.
 - Direct billing by supplier (i.e. Bus Company, food service) will be forwarded to PTSA for payment.
7. PTSA budget reserves will not go below \$ 5,000. This money is designated by the bylaws to only be used for programs that PTSA feels would greatly enhance the students of Franklin. The money is not to be used to supplement the normal operation budget.