

## **GUIDELINES FOR REQUESTS FOR PTSA FUNDS**

- A. Materials/Programs, etc. should have a “Broad Based” impact upon students. Priority will be given to requests that will benefit the greater number of students, i.e., a classroom request vs. a grade level request.
- B. Requests for PTSA funds will be granted only to meet a priority educational need that cannot be met by other funding sources.
- C. PTSA funds will only be granted in cases where it can be shown that use of these funds will have a positive impact on children.
- D. PTSA funds will not be used to provide textbooks and equipment that are the responsibility of the school system to provide.
- E. Individuals shall not use PTSA funds to provide materials or services for personal gain. Materials or services shall be purchased only to meet a documented student need.

## **PROCEDURES**

- 1. Individual or group requesting PTSA funds shall complete and submit a request form.
- 2. Request for funds will be reviewed at the earliest scheduled executive board meeting. The individual/group may present request directly to the Executive Board.
- 3. The Executive Board will determine if request meets PTSA guidelines for use of PTSA funds.
  - a. If yes, will present request to full membership at the next regular meeting for discussion and vote.
  - b. If no, will respond with justification for disapproving request.