PROCESS FOR REQUESTING FUNDS FROM THE PTSA

What:
- The PTSA is a separate non-profit organization from schools that is member driven. The mission of the general membership will strive to enrich the education and community environment by supporting the health, welfare, and education of the students at Renaissance School of Art and Reasoning.
- PTSA is able to support the school through membership dues and parent contributions. With these funds, the PTSA grants money to the school for a variety of programs and activities that are decided on by the membership at any of the 3 yearly "Membership Meetings" with recommendations from the Board of Directors.
- Each year, the PTSA operates under a budget (the "Operating Budget") that is approved at the Spring PTSA "Membership Meeting" the year before. If you have a request for funding that has not previously been considered and is not already a part of the Operating Budget, you will need to request funding.

Why:

The PTSA must follow guidelines set by the national PTA with regards to administrative management and fiduciary responsibility. By having a process for requesting funds, this allows PTSA to accurately track and manage funds. It also allows all current and future members to understand where and how the funds are spent.

How:
- Fill out the form "Request for Funding" and give it to PTSA (via file box in the RSAR office or emailed to PTSA President).
- This form is available on the PTSA website under *PTSA Forms and Documents*, and in the file box located in the RSAR office.
- If you are unsure about your request (scope, size, amount), still fill out the form, as the form is a tracking mechanism.
- The request must first go to the Board of Directors (BOD) for review and discussion. If further information is needed, the President will make contact. Sometimes it is necessary for the requestor to present at a monthly Board of Director meeting to answer questions. The PTSA President will advise you of the date and time of the BOD meeting.

General Criteria:
- Funds provided by the PTSA must benefit the students of RSAR.
- Priority will be given to requests which benefit the largest number of students.

When:

Requests may be submitted at any time.

Who:

Requests can be submitted by anyone:

- RSAR Staff or Principal or other LWSD staff
- Parents
- Students
- Community Members

Results:

- Once the requests have been reviewed and all necessary information gathered, the request will go before the Board of Directors* and then the "Membership Meeting" for approval.
- If approved, then the requestor is notified and funds will be released.
- No commitments (contracts signed or deposits made with expectation of being reimbursed) should be made before final approval is granted or awarded.
- The PTSA Operating Budget will be amended to reflect the approved funding request. If it's small enough, then the Meeting Minutes will reflect the approval and budget adjustment as necessary.

  * Depending on the amount requested or purpose, sometimes these requests can be reviewed and voted on for approval by the Board of Directors at monthly meetings based on our Standing Rules/Bylaws.

RSAR PTSA
everychild. one voice.

REQUEST FOR FUNDING

Requestor Name:	
Requestor email or phone:	
Date:	
Name of Proposal:	
Amount Requested:	
Estimated date funds needed:	

Please provide a brief summary of the intended use of funds:

_____

_____

_____

Please explain why the funds are needed:

_____

_____

Number of students expected to benefit or participate: _____

Is a deposit required? If so, is it refundable or what are the terms?

_____

If your funding request is approved, when will the project/investment/program be completed?

_____

How do you expect the project/program to be implemented by describing proposed activities and tasks?

_____
_____

_____

Please provide alternatives or comparisons that you explored or considered:

_____

_____

_____

Will anyone else be committing funds or volunteer hours to the request?

_____

Please attach supporting documentation as needed.

Please do not write below this line.
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Amount Approved $_____

Comments _____

Signature _____ Date _____

Signature _____ Date _____