



PTO GIFTS Program

Guidelines for PTO Funding Requests

Every fall the PTO Gifts Committee collects funding requests made by teachers, staff, parents, or students that fall outside of the line item PTO or school budgets. The PTO Gifts program was created as a way for the PTO to donate funds to provide further opportunities to District 29 students. The definition or purpose of the PTO Gifts proposals should be the following:

1. **To provide one-time start up “seed money”**
Grants or contributions used to start a new project or club/organization.
2. **To fund requests that were not in the PTO/school approved budget (unexpected or extraordinary).**
Something new comes up in the course of the school year and can't be paid for at that time.
3. **To fund programs that extend or enhance the core instructional program.**
Items that will enhance or improve the core curriculum within the school/classroom.
4. **To fund programs that benefit as many students as possible.**
Either at the time of funding or long term.

The PTO encourages all teachers, staff, parents, and students to submit proposals for the PTO Gifts Program. Upon submission, all proposals will be vetted by the administration to determine if they can be or are already covered by the approved yearly budget. The vetted proposals will then be made available to all PTO members in order to solicit feedback. This feedback will be shared at the PTO Gifts Committee meeting, at which the Committee will review the proposals and funding will be determined. The PTO Gifts Committee is made up of Administrators, PTO Executive Board members, a School Board member, and teachers. Approved proposals will be announced by the following PTO meeting.

The deadline for submitting the proposals will be **Monday, October 23, 2017**. Thorough details as to the dollar amount of the request, who would be involved and who the request would benefit (PTO, Administration, Park District, Parents and Students) should be included. If more than one party is involved (i.e. Middlefork School and the Park District) both groups need to submit a proposal.