

Hill Middle School PTSA Grant Process

Overview:

When Hill Middle School PTSA has a surplus of funds, decisions need to be made in terms of where to spend that money. Options are to add PTSA programs, enhance our existing programs, and/or use the money to buy “Gifts to Hill Middle School”.

Two events in the year allow us to determine surplus funds – creating and approving the operating budget and the Gingerbread Junction because this craft fair is a large source of revenue.

Fall: During the budget creation process, the Board will determine if existing programs need additional funds and/or if we want to add programs. A line item of “Gifts to Hill Middle School” will be calculated and included in the budget.

Winter: The same process will occur after the final numbers have been calculated for the December Gingerbread Junction.

Process:

Requests will be accepted from parents, teachers, and staff in the form of a PTSA Grant Request Form.

- A notice will go to all teachers and staff, providing information about requesting money from the PTSA. All grant requests must be submitted through a PTSA Grant Request Form. Requests must be signed by the principal before submission to the PTSA. The principal will help set priority, weighing in on the cost-benefit for the school as a whole.
- A notice should go out in an email to all parents, soliciting parent feedback for school improvements. All grant requests must be submitted through a PTSA Grant Request Form. This form will be made available online through the PTSA website and in the office.

The PTSA Grant Request Committee will review requests, discuss with the principal, and prioritize. The committee will present the resulting proposal for spending the money to the PTSA Executive Board. At the subsequent PTSA General Membership meeting, the proposal will be presented and approved.

Timeline:

For the 2015-2016 school year...

Mon, January 25, 2016

- Send an email to all PTSA parent members, soliciting feedback for school improvements.
- Send an email to the principal to distribute to all staff members, soliciting PTSA grant requests.

Fri, February 19, 2016: Winter Grant Requests are due.

Tue, March 1, 2016 PTSA Executive Board meeting: PTSA Grant Request Committee presents proposal for PTSA grants at Executive Board meeting.

Mon, March 14, 2016 PTSA General meeting: PTSA Executive Board presents proposal for PTSA grants. Vote to amend the budget to add funds into “Gifts to Hill Middle School”.