



## Wydown PTO

### Guidelines for WMS Staff Grants

The mission of the WMS PTO is to enhance and enrich our community through initiatives, programs, and activities that support our students, parents, staff, and school. Providing funding to our teachers and staff is an important part of that mission. Here are the guidelines for PTO funding:

- Funds should enhance curriculum, provide special opportunities, or dovetail with the department's or school's mission.
- Requests must explain in detail the purpose and objective of the funds, the number of students involved, and the curriculum enhancement.
- It should be demonstrated that the requested funds are not available through conventional District funding channels or existing budgets.
- Requests must explain what additional sources of funding, like fundraisers or other sources, would be put in place if the PTO is able to fund only a portion of the request.
- Greater weight will be given to requests that provide enhancement for the greatest number of students.
- Funds are discussed and approved by the PTO on a rolling basis at regular PTO meetings.
- In order for applications to be placed on the PTO's agenda and considered, all requests **must** be delivered to Dr. Jamie Jordan at least one week prior to a regular PTO meeting (see attached schedule), and all requests must be vetted and approved by Dr. Jordan prior to being presented by the PTO. Dr. Jordan may send requests back for more information or detail.
- The PTO may vote to fund all, part, or none of a request.
- When presenting a request, please bear in mind that the total budget for all requests in 2016-2017 is \$7,000, and the PTO looks to fund as many requests as possible so as to help all departments as equally and fairly as possible.