



ARNOLD HILL ACADEMY PTA FUNDING GUIDELINES

WE WILL CONSIDER:

- Projects that benefit a substantial section of the school community
- Projects that have a long-term impact on the school community
- Projects that can be repeated to potentially benefit all children
- Projects that are not the responsibility of the local authority or central government

WE WILL NOT CONSIDER:

- One-off projects that only benefit a group of children smaller than one year group
- School trips
- Projects without a budget
- Projects that have already taken place

FUNDING

Funding will be considered on a case by case basis and larger amounts only funded partly by the PTA. A funding request form will need to be submitted to the PTA and the department represented at a PTA meeting to put forward the request. This will then be voted on by the PTA.

MARKETING AND PROMOTION:

Any project funded by the PTA should be acknowledged by the recipient, whether it is in newsletter, letter to parents etc to ensure that parents are kept informed of the works of the PTA. The PTA logo must be displayed whenever possible. It must be clearly stated on promotional material for fundraising what percentage of the funds raised are being used and for what specific purpose.

BASIC PTA DO'S AND DON'Ts

In the "Don't" category the basic premise to remember is this: PTAs are not to supplant, but to supplicate.

PTA funds should not be used to purchase personal gifts, equipment for staff lounges and lunchrooms or furnishings for Principals' offices. (Personal gifts include, but are not limited to, baby showers, bereavements, weddings or birthdays).

PTA funds can NEVER go towards salaries. To do so jeopardizes the PTA's non-profit status. PTAs are not employers.

PTA funds should not be spent on textbooks, office supplies, maintenance or school renovations or additions.

In the "Do" category the basic premise to remember is that the PTA funds need to impact the greatest number of students possible.

PTA funds may cover the cost of classroom or educational field trips.

PTA funds may cover educational assembly speakers.

PTA funds may cover classroom enhancement via teacher requests; consumables are preferred. One note: if an item is purchased, like headsets and microphones, those items do not belong to the teacher, but to the classroom. The items stay in the classroom if the teacher transfers, retires or leaves the school for any reason.



There is a grey area in sport and playgrounds. PTAs are discouraged from purchasing playground and sports equipment because of the liability to which they expose the unit. There are two options available though, if the PTA membership votes to purchase equipment: 1) The PTA can purchase the equipment and then "sell" it to the school; 2) The school may purchase the equipment and ask the PTA for reimbursement. In both cases there must be a letter from the school clearly accepting ownership and all liability for the equipment. If this cannot happen, then the PTA should not make the purchase.

The very basic rule is that if the school typically funds something, the PTA should not.

Handling of PTA funds

This is not meant to be a complete list, just the basics.

PTA funds may NEVER be deposited into a school account. PTAs are stewards of charitable money. As such, each PTA must be able to directly track all of their expenditures. This cannot be done if PTA funds are deposited into a school's general account.

If funds are earmarked for fieldtrips, classroom enhancement, speakers, etc. PTAs will reimburse the exact amount agreed upon once ALL receipts have been received. In the event of a large ticket item, the PTA can be invoiced or the school may purchase/pay for said item/event, and upon receiving the receipt the PTA will issue a reimbursement.

Cheques may NEVER be written to a Principal or a teacher.

Gift cards are discouraged, but are allowed if for an educational supply store.

PTAs do not want to disappoint or say "no" to any teacher requests. There is a reality here, though. You can help PTAs avoid uncomfortable situations, lawsuits and possible revocation of their non-profit status by not pressuring PTA leaders to bend the rules.

Teachers should support and participate in their PTA and its functions. You too! Parents and students love to see teachers and Principals at events. We take the "T" in PTA very seriously. Together we will enrich every child's educational experience.

"While PTAs want to do everything they can for their children and their schools, there are legal limitations to what a PTA can and cannot fund...Let's concentrate on what PTAs can do for our schools instead of what they cannot".