

Inter-Lakes Parent Teacher Organization
Article IX – Tier Funding Distribution Criteria and Rules
Proposed 2017-2018

This document is intended to be the criteria for distribution of Inter-Lakes Parent Teacher Organization funds. Only school sponsored activities and events will be eligible for consideration of PTO Funding. All PTO funds are dispersed into three tiers as described below. All those who request funds from any of the tiers must use the *Form For Request of I-L PTO Funds*. The form can be obtained from the ILES or ILMT Office Managers or from the I-L PTO Website. Please refer to the explanations of the funds for details to assist in making requests.

Tier One and Tier Two items do not require a PTO vote. Responsible parties will use the request form to notify PTO of the planned expenditure and to request payment. Funds in these two tiers will be dispersed after administrative review and after the form is presented at a PTO meeting.

Tier One: It is intended that funds within this tier be sponsored annually. These programs benefit most, if not all students in a school. Tier One items will be funded first in any given year.

1. Arts Enrichment Program Fund (Musical/Drama Performances)	\$1500.00
2. Author Illustrator (K-6)	\$2600.00
3. Author Illustrator (7-12)	\$2600.00
4. Testing Snacks	\$1100.00
5. Supplies for Child Care for ILES Parent Conferences	\$ 200.00

Tier One Total: \$8000.00

Tier Two: It is intended that funds within this tier be sponsored annually. These programs benefit a more specific range of students (i.e.: multiple grade levels, a whole grade level). Tier Two items will be funded after Tier One items and before Tier Three items in any given year.

1. Merrowvista (Grade 6)	\$1000.00
2. Science Trip (Grade 5)	\$ 500.00
3. Ellison Machine Fund (Grades K-6)	\$ 500.00
4. New Hampshire Studies Trip (Grade 4)	\$ 500.00
5. New York City Trip (Grade 8)	\$ 800.00
6. ILHS After Prom Party	\$ 500.00
7. First Grade Field Trip	\$ 800.00
8. Fourth Grade Activity	\$ 500.00

Tier Two Total: \$5100.00

Tier Three: This tier is for requests that are not contained in Tier One or Tier Two. The amount of funds available in Tier Three will vary from year to year depending on available PTO funds. This tier will include field trip funding requests that are above and beyond what is budgeted in the Inter-Lakes School District Annual Budget. Staff members must place the completed *Form For Request of I-L PTO Funds* in the PTO mailbox no later than 10:00 a.m. on the Friday prior to the meeting date of the next I-L PTO meeting for it to be considered at that meeting. This request, after review by administration, will be put to a silent vote at that meeting. If a representative is not present at the PTO meeting to provide information and/or answer questions pertaining to the request, the request will not be considered at that meeting.

General Guidelines and Historical Information for Tier Funding:

- In the fall of each year a Tier Funding Committee shall meet and recommend any changes /deletions/ additions to the Article IX Tier Funding Document. The committee shall consist of the current I-L PTO Treasurer (who will chair the meeting), at least one member of school administration and any other interested members of the I-L PTO. The recommendation will be made to the PTO membership at the next PTO Meeting for membership approval.
- In order for an item to be considered for inclusion in Tier One or Two, it must have been funded from Tier Three for at least three consecutive years. If an item is to be deleted, it will have been left untouched for at least three consecutive years.
- It is the responsibility of the I-L PTO Treasurer to maintain a historical record of funding from all tiers.
- When the Tier Funding Committee discusses changes /deletions/ additions to Tier One or Tier Two funds, vested parties should be invited to the meeting by school administration.
- Inter-Lakes School District Staff will be advised of changes made to the Article IX Tier Funding Document.
- When PTO funds are not sufficient to fully fund Tier One and Two items, Tier One items will receive priority. The remaining funds will be applied to Tier Two items on an equal percentage basis. If PTO funds are not sufficient to fully fund Tier One items, funds will be applied to Tier One items on an equal percentage basis.
- Requests for funds may not be accepted until the proceeds from the Fall Fundraiser are determined.
- Voting on fund requests will take place immediately after discussion of the request by silent ballot.
- Funding Requests will be placed on the agenda in the order they are received. If funding requests lack administrative approval, are incomplete or lack necessary signatures, placement on the agenda may be delayed.
- I-L PTO will not honor requests for individual students.
- Requests for funding from the PTO, which are intended to subsidize field trips, will be limited to those trips that are available to entire classes, entire clubs, courses or grade levels. These field trips will be consistent with School Board Policy #6153 that specifies that the trip is open to every child whether they can afford it or not.
- I-L PTO will only consider field trip transportation cost requests equal to cost of regular school bus transportation.
- Those who secure funding from the I-L PTO may be requested to share their experiences in some way with the PTO, possibly in the form of a presentation.
- Please note, there is usually not a December meeting of the I-L PTO. Please plan accordingly when requesting funds.
- If funds are not expended for Tier One and Two items in a given year, a request can be made to roll the fund over to the following year. Requests to roll over funds need to be approved by a majority vote. All left over funds not requested to be rolled over will be returned to the Tier Three of the I-L PTO.
- All checks for PTO donations exceeding \$250.00 must be written out to the Inter-Lakes School District.