

Appendix B

PROJECT STUDY GUIDELINES AND PROCEDURES

Guidelines for Requests: Any school faculty, staff or other PTA member may submit a request for consideration using the attached Application. The applicant must be a PTA member in good standing and may not be serving on the current year's Project Study Committee. The requested items should be appropriate for PTA purchase (i.e., any item that would normally be included in the PTA's annual budget). These items include, but are not limited to, teacher and instructional materials, classroom equipment, PTA-sponsored programs, technology, campus beautification, and donations to appropriate organizations. Furniture and consumables (e.g., items that have no life such as pencils, crayons, paint, glue, etc.) are specifically excluded from Project Study consideration.

Procedures for Submitting Requests: Forms for application to the Committee, a copy of which is attached, are located in a box in the Teacher Workroom and on the MWE PTA website **www.meadowwoodpta.com**. Any pertinent information (catalogs, copies of bids, etc.) must be attached to the form. Teachers should prioritize grade level lists, when appropriate. Competitive bids and comparative pricing should be obtained when appropriate. Be sure to include shipping costs where applicable. Completed forms and materials should be placed in the box. The Principal must approve all forms from faculty and staff before submission. Applications from other PTA members need not be approved by the Principal. All completed requests must be submitted by the publicized project study deadline to be considered for funding.

Committee Selection and Procedures: The committee will be composed of three (3) PTA member parents and three (3) PTA member teachers. In addition, one (1) parent and one (1) teacher will be appointed by the PTA officers as co-chairmen of the committee. The parent co-chair will hold the voting position on the Executive Board. Members and co-chairs of the committee will serve a one-year term. Committee members will be chosen by lottery. The co-chairs will ensure that a form for requesting name submissions to the lottery is sent to the parents of all students and to the faculty and staff. Persons requesting to be considered in the lottery must be PTA members. Any person with an application before the Committee may not serve on that Committee.

The Treasurer or President will attend all meetings as a non-voting member. The committee will meet as often as necessary to develop a proposal for spending excess funds and thereafter, on an as-needed basis.

The Committee will review the Application form to make sure it is complete, including any shipping costs or comparative pricing. They will review the suggestions, interview affected parties to clarify the need for the requested items, and ensure that they meet the guidelines for request. The Committee will ensure that the Principal has properly approved the form submitted by faculty or staff. The Committee should also consider the history of spending to ensure there is balance and fairness. The Committee will also consider whether the request is for equipment, a consumable, or a service. At the discretion of the committee chairs, ballot voting can determine the final outcome of spending requests.

All items and any findings should be presented to the Executive Board to assist in deciding the best use of the funds at that time. The Committee should present options for utilizing the funds based on funds available and need for the requested item. One of the options should always be to save the money for future needs. The Committee co-chairs will present all proposals to the Executive Board for approval. Items approved by the Executive Board will then be voted on at the next general membership PTA meeting. A special general meeting may be called if needed for timeliness.

The parent co-chair will maintain a binder of all requests and their disposition. The parent co-chair is responsible for notifying applicants of the disposition of their requests. If approved, the approval box should be completed and a copy of the minutes recording that approval should be attached. If not approved, the reason should be noted on the form for future reference. If it is put on hold, the reason should be noted on the form (e.g., not enough funds available, additional research requested, etc.) Binder should also include a running list of items and funds spent for current year as well as lists from prior years.

The parent co-chair will submit a list of approved project study funding requests to the Principal, Treasurer and President. The Treasurer is responsible for verifying that all project study spending meets the requirements of the approved project study list.

Ordering Approved Items: The Principal, the PTA Board, and the general PTA membership must approve the expenditure. After the items have been approved as noted, the individual who submitted the project study form should finalize orders. Faculty and staff must place orders through the Librarian (books, etc.) or the Principal's administrative assistant. Parents placing orders through the school district should also place them with the Principal's administrative assistant.

APPLICATION TO PROJECT STUDY COMMITTEE

Date submitted _____

PTA Member or Staff Member's Name(s):

General description of suggested item(s):

Use or reason for expenditure (include description of priority and/or timing requirements):

Please list the item(s) and their prices:

Source	Item	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____

Shipping Costs _____

Total Cost _____

Project Study Findings:

Approvals:

Principal _____ Date _____

Project Study _____ Date _____

PTA Board _____ Date _____

PTA _____ Date _____

Not Approved /Hold (circle one) _____ Date _____

Comments:

COMPETITIVE BID WORKSHEET

Please list three resources and their prices or bids

Source Amount	Item	Phone #	Bid
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Estimated shipping costs: _____

Comments:

Name: _____ Date: _____