



TRAILS WEST PTO

Teacher & Staff Endowments & Grant Processes | 2019-2020 |

The Trails West PTO philosophy is that the funds raised will benefit a majority percentage of the Trails West student body. Priority is given to K-5 classrooms, Integrated Arts, and special programs at our school and within the Cherry Creek school district. The PTO does not use money generated from fundraising effort for individuals, clubs or activities.

With that philosophy in mind, the PTO will set aside portions of the budget to be used by teachers & staff for the enrichment of the Trails West student experience and curriculum. These budgeted funds will be available in the form of Teacher & Staff Endowments, Grade Level/Integrated Arts Enrichment & PTO Grants.

TEACHER & STAFF ENDOWMENTS

The PTO will award \$50 to each K-5 grade & AE classroom Full-time teacher and \$25 to other staff & Part-time grade teachers (P.E., Art, Music, STEM, ELA, Proficiency, Pupil Services, and Building Engineer). This money is to be used by you for your classroom.

Criteria:

The only stipulation the PTO makes for these funds is that they go to enhance the learning environment of your classroom. Pencil Sharpeners, posters, books, games, or goodies for a treasure box-almost anything goes. Food items are NOT eligible for reimbursement.

Submission & Financial Procedure:

- Complete the **Teacher Endowment Form** and attach an **Itemized Invoice OR**
- Complete the **Reimbursement Form and attach original receipts.**
 - Project: "Teacher & Staff Endowments"
 - Reason: Please be as specific as possible of what items were purchased and planned use.
- Place forms and original receipts/invoice in the PTO Treasurer's mailbox.

**Receipts will not be returned. Payment will be made directly to vendor or a check will be issued directly to you.

Submission Period: August 15th-April 15th

*Any unused funds will be forfeited and will not rollover to the next school year.

GRADE LEVEL ENRICHMENT

The PTO will award \$500 to each grade, Kindergarten through 5th. We realize that some educational tools and experiences are grade level specific to their curriculum, so we have set aside this money for each grade level.

Criteria:

This money should be used to enhance your grade specific curriculum. **Please reach an agreement with your grade level team to determine how this money can best be spent.** Typical uses could include shared non-fiction literature, visiting speakers, field trips, grade level initiatives, etc. Food items are NOT eligible for reimbursement.

Submission & Financial Procedures:

- Complete the **Grade Level/Integrated Arts Enrichment Form**
- Submit Grade Level/Specials Enrichment Form to the Principal for approval PRIOR to purchase.
- Place the **Approved Form** and an **Itemized Invoice** in the PTO Treasurer's mailbox **OR**
- Place the **Approved Form**, a **Completed Reimbursement Form & attach original receipts.**
 - Project: "Grade Level/Integrated Arts Enrichment"
 - Reason: "See Attached Grade Level/Integrated Arts Enrichment Form"

**Receipts will not be returned. Payment will be made directly to vendor or a check will be issued directly to you.

Submission Period: August 15th 1st-April 15th

* Any unused funds will be forfeited and will not rollover to the next school year.

INTERGRATED ARTS (Art/Music/Physical Ed/Technology) ENRICHMENT

The PTO will award \$250 to each Integrated Arts program at Trails West to enhance their curriculum.

Criteria:

This money may be used to enhance each Integrated Arts program individually or may be combined for joint projects. Typical uses could include art supplies, music licensing/instruments, Family Arts Nights, Field Day equipment, sports equipment, STEM project supplies, etc. Food items are NOT eligible for reimbursement.

Submission & Financial Procedures:

- Complete the **Grade Level/Integrated Arts Enrichment Form**
- Submit Grade Level/Specials Enrichment Form to the Principal for approval PRIOR to purchase.
- Place the **Approved** Form and an **Itemized Invoice** in the PTO Treasurer's mailbox **OR**
- Place the **Approved** Form, a **Completed Reimbursement Form & attach original receipts.**
 - Project: "Grade Level/Integrated Arts Enrichment"
 - Reason: "See Attached Grade Level/Integrated Arts Enrichment Form"

**Receipts will not be returned. Payment will be made directly to vendor or a check will be issued directly to you.

Submission Period: August 15th-April 15th

* Any unused funds will be forfeited and will not rollover to the next school year.

PTO GRANTS

The PTO will budget up to \$10,000 for PTO Grants once PTO budgeted TA Funding has been achieved. These are generally larger valued items for "special request." Grant request must be approved by the Principal and approved by a majority vote at a General PTO Grant Approval Meeting.

Criteria:

Unlike Teacher & Staff Endowments or Grade Level Enrichment, Grant funds should benefit a majority percentage of the Trails West student body. The expectation for Grant money is that it will be utilized on items or programs that will greatly enhance the learning or community experience at Trails West Elementary. Examples: building, playground, or safety Enhancements, large value PE equipment/art supplies/music instruments, Collaboration room equipment or materials, cafeteria incentives, etc.

Submission Procedure:

- When possible, compile 3 Quotes from possible vendors.
- Complete the **Grant Request Form**.
- Submit the completed form & any supporting documentation to the Principal for approval.
- Place the **Approved** form & any supporting documentation in the PTO Treasurer's mailbox by December 15th, 2019.

Grant Approval Meeting:

Principal approved Grant Request Form submission deadline will be January 24, 2019 to allow the PTO to post all requests to the Trails West community for 30 days. The Trails West PTO will hold a General PTO Grant Approval Meeting on January 16th, 2020 where all Grant Requests will be discussed and voted upon by the Trails West community in attendance.

Financial Procedure:

Once a Grant Request is approved by a majority vote:

- Obtain an original Vendor Invoice **OR**
- Complete the **Reimbursement Form and attach original receipts.**
 - Project: "2019-2020 PTO Grant"
 - Reason: "See Grant Request Form."
- Place forms and original receipts/invoice in the PTO Treasurer's mailbox.

**Receipts will not be returned. Payment will be made directly to vendor or a check will be issued directly to you.