**Request for Funds from the Grove Patterson PTO**

**Overview**

The GPA PTO is here to support the Students, Teachers and Administration who work tirelessly to educate our children. Fundraising and financial support are the key to continued success in helping to supplement the activities that enrich the lives of our students.

We work closely with our school’s principal and administration to coordinate funds to ensure we maximize all funding sources available to the school. In some cases, the PTO covers items that cannot be covered with funds coming directly to the school from the district.

**GPA PTO By Laws / TPS Guidelines for PTOs**

* Requests for funds greater than $200 must be presented to the PTO membership for a vote.
* Requests for less than $200 may be voted on by the PTO Board
* All reimbursements and checks must have two signatures (President, Vice President, or Treasurer)
* Requests for reimbursements must have receipts matching the amount of the request.

**Request Process**

* It is easiest if your request is submitted as early as possible.
	+ The PTO Membership meetings are mostly the 3rd Monday of each month. Requests for funds greater than $200 will be considered at the first PTO membership meeting after your submission.
	+ Requests for funds less than $200 can be considered at the first PTO board meeting following receipt of your request, or in cases of greater urgency can be submitted to a virtual board vote via email, text or conference call.
* You may select the option to have the PTO make the purchase for you or to be reimbursed.
	+ Purchases for reimbursement require prior approval following the above process based on approval amount. We ask that you submit the Request for Funds form to the PTO Mailbox in the main office.
	+ A response will be provided as soon as the PTO Board or Membership have an opportunity to vote. At that time you may make your purchase.
	+ Submit a copy of your receipts with a copy of the approved Request for Funds including how you wish to have the reimbursement check made payable to the PTO Mailbox in the main office.
	+ If your request is something that can be purchased on line and delivered, the PTO can make the purchase for you and eliminate the need for you to submit a receipt.
* In order to remain fiscally responsible with our funds there are a few things our PTO Board and Membership will consider when reviewing your request
	+ Can the request be fulfilled by offering volunteer hours for donations or in person volunteer hours
	+ Could our community partners assist in fulfilling the need
		- Ex. Printing materials, flyers, awards
		- Offering their employees/members the opportunity to volunteer as part of their community support
		- Hosting a fundraiser for their employees/members
	+ Does the PTO already have items in inventory that could fulfill the request
		- We typically have a stock of paper products, cups, plastic ware etc. If the items in stock are not fitting for the occasion (formal, informal, themed), we will absolutely consider reimbursement. Please be sure to note if there is something specific you wanted to make your event or activity more special for our students.

A copy of our budget and bylaws are available on our website [www.grovepattersonpto.org](http://www.grovepattersonpto.org) with financial reporting submitted via our social media and website prior to each month’s PTO Membership meeting.

If you have questions prior to submitting a request, please feel free to contact our webmaster@grovepattersonpto.org or our President, Vice President or Treasurer directly. Contact information is available on the PTO Website.

We hope this information is helpful and encouraging. Our goal is to provide you the best support possible and our families have generously contributed to our fundraising to make sure resources are available for you.

Sincerely,

The Grove Patterson PTO