

## **Houghton Elementary PTO Funds Request Procedure for Teachers:**

We encourage teachers to come to the monthly PTO meeting to present their proposal for funding by the PTO. That way parents can ask questions and learn more about how the funds will be used. If attending a PTO meeting is not possible, a teacher could contact a PTO board member by email/phone and arrange for the board member or another teacher to present the funding proposal.

Items to include in the proposal:

1. Indicate the amount of the request.
2. Describe how the money will be used in the classroom or school setting.
3. Indicate when the money will be used.
4. Indicate how many children will benefit from the activity, equipment, or project.

After discussion, the PTO board will usually vote on the funding request during the meeting at which the proposal is presented.

After the funds are received and used – we would like to know the outcome so we can inform parents about how successfully their PTO funds are being used to benefit the school. Teachers may either:

1. return to a subsequent PTO meeting to report on the activity
2. send an email to the board president or another board member
3. put a note put in the PTO drawer in the main office

We will then add a blurb about how parent funding helped the school to our newsletter.

**Thanks for all your support for our kids!** Please don't hesitate to contact any board member with questions about this process.