

# Procedural Memorandum

## GCPTA Grants to the Schools

Historically, the profits of *PTA Sportswear Sales* (one third of the Sportswear Sale are shared with SEPTA) and PTA Plant Sale are granted to the seven schools in the form of grants.

A grant is a gift for a very specific purpose, for a specific dollar amount and for a specific time frame. According to established PTA Guidelines, each grant should:

- support our schools' programs and become an integral part of curriculum,
- benefit the largest possible number of students,
- become property of the School District and therefore be maintained by it,
- have support of school authorities,
- And not be something that would ordinarily be included in the annual School Budget.

**Allocation to the seven schools:** Historically an allocation of the profits from each fundraiser is made based on the number of grades each school covers and the number of schools that serve those grades. This allocation is made at the end of the fundraisers usually in January and June. Each Director is notified monthly (Treasurers Report) of the grant allocation which is cumulative and may be spent in the current year or in the future.

### Procedures for Grants to the School District

#### Director-Principal Responsibilities

- PTA Director should communicate with their Principal the PTA Guidelines for grants (see above).
- PTA Director works with their Principal to understand what might be desired.
- The Principal provides a written proposal to the PTA describing the grant desired and estimated cost (costs should be complete as the grant dollars are limited to the amount included in the grant form). The Principal should get current pricing in advance so the estimate is as close to actual cost as possible.
- The PTA Director submits the Principal's proposal for a vote to the PTA Executive Committee (EC). The PTA Director should verify the proposal is complete and should also obtain the proposal in electronic form.



#### PTA Executive Committee Responsibility

- PTA EC votes on the proposed grant. This may be an online (email) vote or may be done at a monthly EC meeting. Majority vote is required to accept the grant.



### Director's Responsibilities

- The PTA Director submits the proposal to its individual PTA School Board. This may be an online (email) vote or at a PTA meeting. Majority vote is required to accept the grant.
- The PTA Director submits the proposal for a vote of the General Membership during a PTA meeting at the school. PTA Director should include the vote on the agenda for the PTA meeting. Majority vote of PTA members only is required to accept the grant.
- The PTA Director should notify the EC immediately of the results of both votes.



### Treasurer's Responsibilities

- After the EC, the individual School's PTA Board and General Membership votes in favor of the grant proposal, the PTA Treasurer submits the grant proposal to the District's Asst. Superintendent for Business, requesting that the grant proposal be placed on the agenda for the next meeting of the Board of Education (BoE) Work Session Meeting for acceptance by the BoE.
- Treasurer may use email to send the letter. The letter should be sent to
  - Al Chase, Asst Sup for Business ([chasea@gcufsd.net](mailto:chasea@gcufsd.net))
  - cc: Mr. Chase's Assistant, Debbie Hudson ([HUDSOND@gcufsd.net](mailto:HUDSOND@gcufsd.net))
  - Dr. Robert Fiersen, Superintendent ([feirsenr@gcufsd.net](mailto:feirsenr@gcufsd.net))
  - Patricia Breitwieser, Accounting Dept ([breitwieserp@gcufsd.net](mailto:breitwieserp@gcufsd.net))
  - PTA President, President Elect, and PTA School Director
- It is best to get grant requests submitted at least a week prior to the BoE Work Session. Work Session meetings are normally the second Tuesday of each month, so try to get the request in by the first Tuesday.
- If the grant is accepted by the BoE, the Treasurer should inform both the school's PTA Director and Principal (send a cc: to the principal's assistants).
- Grants will contain a date by which the District must spend the grant funds, generally by the end of the fiscal year, July 31<sup>st</sup>.
- A list of the grants for each school year is posted on the GCPTA website.



### **School District's Responsibilities**

- It is the responsibility of the school to make the purchase in accordance with the district's internal purchasing system. The accounting office will then match the purchase to the approved budget line item (PTA Grant) established after the BoE approval.
- Once purchases are made, the accounting office will provide information to PTA Treasurer (invoices, reports from accounting system, etc.) so the PTA may reimburse the District for the items purchased.
- The district is the owner and custodian of the items included in the grants.



### **Treasurer's Responsibility**

- Treasurer prepares check for reimbursement in accordance with PTA check disbursement procedures.

Updated June 2010

## Schedule of 2009-2010 Grants

During the year, the following grants were accepted by the Board of Education:

- Contributing Sponsor to Challenge Day at the High School: \$1,500.00
- 20 State of the Art Microscopes to complement existing microscopes at the High School: \$4,000.00
- Equipment to support Recreation Nights\* and Grade Nights, and for use in assemblies: Two televisions & X-Box: \$3,308.47
- SMART Board to Locust: \$1,077.00
- SMART Board and Projector to Hemlock: \$1,500.00
- Equipment to support 21<sup>st</sup> Century Room at Stewart School: \$4,186.95
- Laminator at Stratford: \$1,395.69 (payment of grant not completed at the time of this report).

Two grants accepted in the prior year (2008-2009) were paid in the current year totaling \$1,413.69.

(\* Accepted by BoE prior to 2010-2011 School Budget cancellation of Recreation Nights at the Middle School.