

# PTO TEACHER/STAFF REQUEST PROCEDURES

For the upcoming school year, teacher gift requests will be considered at all monthly meetings through May of the current school year. Time will be set-aside on the agenda to discuss any requests. **We strongly encourage you to be present to offer any additional information and also to answer any questions that arise. If there are any questions concerning a request and you are not present, it will be tabled for another month.**

## Request Procedures

- Request forms must be submitted to the PTO at least two weeks prior to the scheduled meeting, enabling them to be included on the agenda that is posted in advance of all meetings. The forms are located in the PTO request mailbox in the office at each of the schools.
- Discuss the request with your administrator to see if school funding is available.
- Check several resources, and recommend best price and supplier. Note: We are tax-exempt so do not include sales tax in the price, **but do include shipping and handling**. Attach a copy of the best price you have found, be in from a catalogue or website.
- Complete the form and submit it to your school principal for approval.
- Once approval has been granted, place the form and any attachments in an envelope labeled "Teacher/Staff Request – PTO President" in the PTO mailbox.

## Appropriate Requests

We urge all faculty to utilize this program to enhance the educational and classroom experience for the children. This is a wonderful opportunity for the PTO to address current teacher and student needs that might otherwise be put aside due to lack of funds. Appropriate requests should:

- be reusable/long lasting items such as (but not limited to) books, games, small furniture and equipment
- not be single use items or personal items for students to keep; stickers, project supplies, and student prizes are not ideal
- not have been purchased or scheduled prior to request
- not establish an ongoing need, such as a recurring annual expense (subscriptions, etc.)

## Annual Teacher/Staff Request Budget: \$4,000

Teacher Requests represent a fixed portion of the annual PTO Budget. We encourage all teachers to take advantage of the program. So that all teachers may have opportunity to use this fund, please consider your previous requests. Furthermore, items over \$500.00 may be considered under designated funds that include Recreation, Technology and Dedicated. These items require one meeting for discussion and a second for a vote.

## Schedule

The PTO monthly meeting schedule is located on the PTO Website. Remember to submit requests at least two weeks prior to the meeting date. The PTO Treasurer will notify you as to whether your request was approved; and if so, the exact handling of money, receipts, etc. in coordination with the business office of the Board of Education.

Thank you for your ideas, which benefit our children and our schools. If you have any questions, you may contact either of the PTO Co-Presidents.

Sincerely,

PTO Co-Presidents

# PTO TEACHER/STAFF REQUEST FORM

Please take a moment to read the information on the other side of this page.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Item or Services Requested: \_\_\_\_\_

(Attach description, item number and picture where available. ***Please take the time to shop for the best price you can find.*** Some resources are listed below, or you can use search engines such as Google.com)

Cost: \$ \_\_\_\_\_ Catalogue Name: \_\_\_\_\_

Ship/Handling: \$ \_\_\_\_\_ Phone or Web Site: \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_

Explain the educational benefit of this item:

Who will use this item (The entire grade, your class, the entire school?)

What is the Life Span of this item?

Where will it be located and/or stored?

*I have shopped for best price on this item, and have checked with my school principal to determine if school funds are available for this item.*

Teacher's Signature: \_\_\_\_\_ date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ date: \_\_\_\_\_

## Additional Shopping Resources:

### For classroom supplies and learning aids:

- School Specialty (21% discount + free shipping) 1-888-388-3224 / [www.schoolspecialty.com](http://www.schoolspecialty.com)
- Classroom Direct 1-800-248-9171 / [www.classroomdirect.com](http://www.classroomdirect.com)

### For gym equipment:

- Flaghouse (8% discount + free shipping) 1-800-793-7900 / [www.flaghouse.com](http://www.flaghouse.com)

### School & Office Furniture:

- Tanner (free shipping) 1-888-722-0087 / [www.TannerNorthJersey.com](http://www.TannerNorthJersey.com)

There are some other companies we've used, but these should be good starting points. If anyone is looking for something in particular and needs a catalog, they can call the PTO Treasurer. We've also used Staples, OfficeMax, Radio Shack and Learning Express and done fairly well.

TO BE COMPLETED BY THE PTO BOARD

Date received:

Date voted on:

Action taken: