

**WESTLAKE HIGH SCHOOL PTO
FINANCIAL SUPPORT GUIDELINES
Fall 2019**

The **PURPOSE** of WHS PTO financial support is to enrich and improve the experience and education of Westlake High School students through procuring items to assist staff and faculty. In addition, the WHS PTO provides fundraising opportunities for groups and clubs. The primary intent of PTO Allocations is to support classroom teachers who do not get support from parent groups or other sources of fundraising. These guidelines set priorities for enhancing the financial support decision-making process. The PTO may waive specific guidelines as a result of special circumstances.

PREFERRED SUPPORT ITEMS are: a) projects that enrich or improve the academic or extracurricular educational experience, b) items that serve the greatest number of students and teachers, c) non-budgetary items, and d) capital assets (equipment, reference materials, etc.) over consumables.

NON-APPROVABLE ITEMS include a) income-producing projects where the income goes to the district, b) travel expenses, c) budgetary items, and d) individual student requests (except for senior scholarships).

FUNDING REQUESTS are to be submitted by completing this form and submitting it and any relevant attachments to the **Principal's Office by 12:00pm on MONDAY, September 23, 2019**. This request must be approved and reviewed by **your Department Chair*** prior to submission. The Principal, the PTO Allocations Committee, and the PTO Executive Board will subsequently review the request and may ask you for further information. The PTO will approve requests at the PTO Executive Committee meeting on **October 7, 2019**. Unapproved requests may be resubmitted for future consideration.

REQUEST FOR PTO FINANCIAL SUPPORT

Date of Request _____ Name: _____
Email address _____ Phone # _____
Department _____ Approx. # of students to benefit _____
Amount requested _____ (including shipping / handling if appl.)
Is the department able to pay for any portion of the cost? _____
Are there funds from other sources? _____
Has this item already been purchased? _____ When? _____
Will this still be purchased by other means if not approved as an allocation? _____

Explain the purpose of this request. Itemize the project cost - item style number, quantity, unit cost, delivery cost, etc. Attach to this form.

If you would like the PTO Treasurer to purchase this item for you, please include company name and phone number with the above information. **Items must be ordered or purchased within thirty (30) days of approval or allocation will be invalid.**

***Signature of Department Chair:**
