



ADOLPHUS ELEMENTARY PTO FUND DISTRIBUTION GUIDELINES

1. CLASSROOM CONSUMABLES:

Every teacher/staff member will be allowed to request up to \$100 per school semester (once in the Fall and once in the Spring) for classroom consumables.

- a. Every classroom consumable request will need to be submitted on the Adolphus Elementary PTO Teacher and Staff Request for Classroom Consumables form. Copies will be placed in the workroom by the teacher mail boxes or you can download a copy here: <https://www.adolphuspto.org/teacher--staff-forms.html>
- b. The classroom consumable request will need to be approved by Mrs. Boarman (her signature on the form) before the PTO will fulfill it. Once it is approved, please email a copy of the signed request to Chrissy Oakley at treasurer@adolphuspto.org.
- c. The classroom consumables request will be fulfilled by the PTO. Please list what consumable item you need, size, and quantity on the form. Please note that if we are unable to get the exact brand/item you are requesting, we will get the next best thing.
- d. Please submit your classroom consumable requests 2 weeks before you need them to allow enough time to fulfill your request.
- e. Only one classroom consumable request per teacher per school semester is allowed. You cannot submit multiple requests that add up to \$100. You can submit one request per grade that equals the total amount each teacher is allowed. For example, 5th grade (with 6 teachers) can submit one classroom consumable request up to \$600. After this request is fulfilled, no 5th grade teacher can submit another classroom consumable

request until the next school semester.

2. TEACHER/STAFF DEVELOPMENT

Every teacher/paraprofessional/staff member will be allowed to request up to \$100 per school year for teacher/staff development.

- a. Every teacher/staff development request will need to be submitted on the Adolphus Elementary PTO Teacher and Staff Request form. Copies will be placed in the workroom by the teacher mail boxes or you can download a copy here:
<https://www.adolphuspto.org/teacher--staff-forms.html>
- b. Please provide detailed information for the teacher/staff development you are requesting including name, cost, and objective/purpose. Please attach any flyers or details that will help Mrs. Boarman and the PTO Board to decide.
- c. The teacher/staff development request will need to be approved by Mrs. Boarman (her signature on the form) before the PTO will vote on it. Once it is approved, please email a copy of the signed request to Chrissy Oakley at treasurer@adolphuspto.org.
- d. Once the teacher/staff development request is approved by Mrs. Boarman and returned to the PTO Board, the Board will vote to fund your request. We will notify the requestor as soon as a decision has been made.
- e. Please submit your teacher/staff development requests at least two weeks prior to registration deadlines. This gives the PTO plenty of time to review your request and to provide the funds to you or to pay the vendor directly. It is preferred that the PTO pay the vendor directly, when possible.
- f. Only one teacher/staff development request per teacher/staff per school year is allowed. You cannot submit multiple requests that add up to \$100.

3. FIELD TRIPS

Every grade level will be allowed to request funds for one Field Trip per school year.

- a. Please follow the procedures (a. – e.) from Section 2 above.

- b. Admission for only students and teachers will be funded. If parents are allowed to attend the field trips, they will be responsible for their own admission. This includes room parents.
- c. Only one field trip request per grade per school year is allowed.

4. CLASSROOM RESOURCES

Each request for classroom resources such as books, learning materials, etc. will be reviewed by both Mrs. Boarman and the PTO Board.

- a. Please follow the procedures (a. – e.) from Section 2 above.
- b. Each request must be per grade level (not individual teacher/staff) and up to \$500 may be requested per school year (per grade level).
- c. There must be a reasonable need for the classroom resources being requested for it to be reviewed and possibly funded.

5. IMPORTANT INFORMATION

Please note that once a request for funding has been submitted, no changes or additions are allowed.