



# Manhattan Middle PTO\*

[www.ManhattanMiddlePTO.org](http://www.ManhattanMiddlePTO.org)  
ManhattanMiddlePTO@gmail.com

## Protocol for Fund Requests Not Meeting the Magic Phoenix Standards

### Complete:

- Fill out and submit the Request form  
<http://manhattanmiddlepto.webnode.com/teachers/> Choose Non-Magic Phoenix request
- PTO will evaluate the request. If possible we will assign a Community Event Fundraiser or discuss fundraising opportunities.
- PTO is not obligated to provide for departments shortfalls in accounting or estimation of income.
- The deadline and dates of the fundraiser are up to the requestor.
- PTO will work with the requestor to arrange advertising, marketing, collection and disbursement of funds. PTO will create a flyer and have the flyer emailed to parent.
- All checks will be made out to to Manhattan Middle School PTO.

### Rules & Policies

- All **"NEW"** Manhattan Middle School Fundraisers should inform PTO. This will eliminate conflict (same fundraiser different department).
- Please submit ideas via email [ManhattanMiddlePTO@gmail.com](mailto:ManhattanMiddlePTO@gmail.com) for approval.
- Any Fundraiser awarded from the PTO is required to use the PTO bank Account and is subject to 12% administration fee. This fee is used to fund Manhattan Middle School PTO projects. The PTO is 100% volunteer driven. There are no fees paid out for services.
- PTO will collect a 12% administration fee for PTO Operating Budget costs, Community Events and Special Requests.
- PTO reserves the right to review the fundraiser annually.

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\*The Manhattan Middle School PTO's focus is to connect with the school community and to raise funds for resources that are not provided for by the District. The PTO values transparency and collaboration.

The Manhattan Middle School PTO is an established 501©(3) organization under the IRS Code in 2005. The PTO is structured like a regular non-profit corporation; filing annual returns with the IRS, sets an annual budget and has a Board of Directors who are responsible for the financial health and day to day decisions of the organization. Please visit the PTO website for a copy of by-laws.