



# Manhattan Middle School PTO\*

[www.ManhattanMiddlePTO.org](http://www.ManhattanMiddlePTO.org)

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## Protocol for Magic Phoenix Fund Requests

### Complete:

- Fill out and submit the Request Form at <http://manhattanmiddlepto.webnode.com/teachers/>
- Magic Phoenix Request – “Yes”
- Ensure the Request Form is submitted by the deadline emailed by PTO. Each request is assigned a number.
- Disbursement date will be determined at PTO Meetings, but not before December.
- Note that Requests submitted after deadline will be subject to a second round of disbursements. Second round will only be disbursed if funds are available.

### Rules & Policies:

- The Magic Phoenix request maximum is \$600.
- The amount over \$600 can only be disbursed if designated by donors to that teacher.
- All requests are subject to the total amount of funds collected. Surplus funds will be designated by the PTO.
- Requests must meet the standards that the PTO has set forth. \*\*
- PTO has the right to refuse a request if it doesn't meet the standards. \*\*
- Full time employment status will be given priority over part time status.
- PTO reserves the right to form a Committee to make financial decisions. The Committee will be overseen by the Treasurer.
- PTO/Committee will decide amount and date of disbursement.
- PTO may request documentation as to how funds were spent.

\*The Manhattan Middle School PTO's focus is to connect with the school community and 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. The PTO is structured like a regular non-profit corporation; filing annual returns with the IRS, setting an annual budget and has a Board of Directors which 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.