



Manhattan Middle School PTO*

www.ManhattanMiddlePTO.org

ManhattanMiddlePTO@gmail.com

Protocol for Requesting "Other Funds"

Complete:

This is can be used for after school activities, Clubs and Sports, etc.

- Fill out and submit the Request form <http://manhattanmiddlepto.webnode.com/teachers/>
- Magic Phoenix Request – "No"
- 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 Manhattan Middle School PTO.

Rules & Policies

- All "**NEW**" Manhattan Middle School Fundraisers should inform PTO. This will eliminate conflict (same fundraiser different department).
- If you have a fundraiser in mind or questions on how to proceed with a project please advise us via email 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.
- 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.