

Manhattan Middle School PTO*

www.ManhattanMiddlePTO.org

ManhattanMiddlePTO@gmail.com

Protocol for Requesting Funds 2013-2014

Two Sources of PTO Funding

1. Magic Phoenix Campaign
2. PTO Organized Fundraisers (Community Events)

Funding Request Options

1. Staff request for Magic Phoenix funding – complete form: <http://manhattanmiddlepto.webnode.com/teachers/>
2. **Request for "Other Funds Request"** – complete the form linked below. Click "No" in the Magic Phoenix Request area. <http://manhattanmiddlepto.webnode.com/teachers/>
PTO determines whether the criteria is met. If so, PTO will assign one of the following funding options:
 - a. PTO assigns a future Community Event (Restaurant, Store, etc.)
 - b. PTO funds request

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The Manhattan Middle School PTO is an established 501c(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.

9/6/13

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1. 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.
- 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:

- Each faculty member can submit one request per department.
- The guidelines for requests require evidence of academic support for the classroom.
- Amounts over requested 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.
- PTO has the right to refuse a request.
- 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 will request documentation as to how funds are spent
- PTO will issue a certificate with amount awarded from the Magic Phoenix campaign. This certificate will have an expiration date. Money not spent by expiration date will have to be justified for a upcoming future expense (large purchase) or be forfeited.

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2. Protocol for Requesting "Other Funds"

Complete:

- Fill out and submit the Request form <http://manhattanmiddlepto.webnode.com/teachers/>
- Magic Phoenix Request – Click "No"
- PTO will evaluate the request. If possible we will assign a Community Event Fundraiser or discuss fundraising opportunities.
- The deadline and dates of the fundraiser are up to the requesting party.
- PTO will work with the requesting party to arrange advertising, marketing, collection and disbursement of funds. PTO will create a flyer and have the flyer emailed to parents of MMS.
- All checks including; checks written by parents / community members for PTO sponsored fundraising events must be made out to **Manhattan Middle School PTO**.
- The amount of money raised in any fundraiser is unpredictable. PTO will keep 12% of funds raised to help support the PTO operating budget. The remainder of the funds will be granted to the requesting MMS organization. PTO does not have resources to make up the difference in funds if the proceeds of an event are less than desired or expected.

Rules & Policies

- Please submit ideas via email ManhattanMiddlePTO@gmail.com
- Any Fundraiser awarded from the PTO is required to use the PTO Bank Account and is subject to 12% administration fee for Operating Budget Costs. 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 reserves the right to review all PTO sponsored fundraisers annually.
- PTO will request documentation as to how funds were spent, any unused funds will be returned to PTO for other requests.

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