

Guidelines for Requesting PTA Funds

After the PTA budget has been passed in the fall, there are sometimes new ideas and needs that require funding. This document addresses those needs. The best way to request funds is to send an email to the president and secretary asking to be put on the agenda for the next PTA meeting. Meetings are typically held the second Tuesday of every month and the dates are posted on the website. Whenever possible, budget requests will be made at the beginning of the meeting.

The board and members will ask:

- a. **How does this expenditure benefit Frost students directly?** As a protocol, PTA funds are to be used for students in the school at the time. In general the Frost PTA believes members join to help the Frost students and faculty. We are cautious to spend PTA funds on other philanthropic causes, regardless of the overall worthiness of those causes.
- b. **Is this item a consumable?** Our philosophy overall is that ice cream, donuts and pizza do very little to improve the overall school experience for the students, but when purchased for over 1,000 students they are expensive. We prefer field trips, speakers, cultural arts and capital improvements.

Be brief and speak for only 3-4 minutes. The group may have questions and it is unlikely that you will receive an answer at the meeting. More often members will discuss the request and you will receive an answer from the president or treasurer within a week.