

July 26, 2011

Curriculum Support Guidelines:

The Swansfield PTA typically designates a few thousand dollars to be spent on curriculum support each year.

This money is meant to be spent in ways that allow you to better support or enhance your curriculum. Some examples might be having a guest speaker, purchasing materials for a project, piloting a new program, or even purchasing books or musical instruments. The items must be shown to support a curriculum objective, and cannot be something that the county should provide.

The approval process is two-fold. First, the application is submitted to the Assistant Principal to review. If approved it, it is then passed on to the PTA Treasurer and President to review. Once a request is approved, the applicant is notified. The purchase is typically made by the applicant, through the front office, and either paid for directly or reimbursed by the PTA using the (green) Expenditure Form.

Curriculum support requests can be put into the review cycle at any time, however, the PTA cannot actually spend the money until the budget is approved. This typically occurs at the Back to School Nights in September.

Request Form for Swansfield PTA Curriculum Support - Fiscal Year 2011-2012

Name: _____

Grade/Position: _____

Request Date: _____

Team Lead Signature: _____

Reviewed by Assistant Principal - Date: _____

Signature: _____

Note: _____

Reviewed by PTA President - Date: _____

Signature: _____

Decision: Approved/Disapproved

Note: _____

1. What item, service or event would you like the PTA to support?

2. What is the estimated cost? Will the cost be shared with any other party?
When is the funding needed?

3. How many students will be served? How will this item, service, or event benefit Swansfield's students?

4. What curriculum goals will it support?

Please review this form with the Team Lead. Submit this form to Assistant Principal. Once you receive PTA approval for your request, please make the purchase and then complete a green expenditure form, located in the PTA Treasurer's mail folder, with the bill, invoice, or receipt attached. Place the completed form back into the Treasurer's mail folder. A check will be written and distributed as soon as possible. While the PTA would like to honor all requests, the curriculum support budget is limited; therefore, the PTA must make each decision according to the availability of funds and alignment with PTA goals.