

St. Monica School PTO

Dream for the Future

Purpose

The purpose of Dream for the Future is to provide funding for innovative programs, workshops, seminars, activities, teaching enhancements, classroom/school enhancements, and individually purchased items that will provide a direct benefit to the children of St. Monica School both now and in years ahead.

Requests for Funding

Anyone may request for funds from St. Monica School PTO. Requests can be initiated by parents, teachers, staff, community leaders, students, and/or PTO and must follow the stipulated guidelines.

Requests are submitted to the PTO Gifts and Grants Chairperson at least three weeks prior the scheduled PTO meeting to vote on the gifts for that period. All applications will be reviewed by the Gifts and Grants Committee and school principal. Appropriate applications will be presented to the PTO board in October and February for approval. Any equipment or supply that is funded becomes the property of St. Monica School.

Requests for funding are heard at the October and February PTO meetings. Applications, though, may be submitted at any time. Forms are available online at www.smsindy.org, at the school office, or from any PTO volunteer.

Guidelines

The following guidelines are intended to establish reasonable and equitable criteria for Dream for the Future.

1. The request will have a direct link to St. Monica School.
2. The request will seek to have a significant impact on a large number of SMS students.
3. The request enriches the students' experience either in the classroom or school environment.
4. The request is consistent with school policy, values, curriculum guidelines, and long-term vision.
5. The request contains itemized costs, which are not covered by the school budget.
6. The requested funding amount has been well researched and is based on sound financial projections (rather than estimates).
7. No contracts have been signed or promises made prior to submitting the request for funding.
8. No Dream for the Future funds will be used for staff salary, stipend, wage, etc. Requesting parties receive no direct financial gain.
9. No Dream for the Future funds will be used for travel for parties requesting funds. (Exceptions made for teachers and staff traveling with students for classroom activities.)

Procedures

Completed requests for funding should be submitted either in paper form or email to the PTO Gift and Grants Chairperson on the appropriate forms. Requests will be reviewed

St. Monica School PTO Dream for the Future

by the Gifts and Grants committee, school principal and will be voted on in the PTO Board meetings in October and February. Parties submitting requests are welcome to attend the PTO meeting, but are not required.

PTO Gifts and Grants Chairperson will shepherd the request through the formal process which includes: submission to SMS Principal for comment and signature. The principal neither approves nor denies request; however, the principal will indicate his/her thoughts on whether the request is consistent with school policy, values, budget implication and/or vision.

The Gifts and Grants Committee will review requests for funds from Dream for the Future prior to the request being reviewed by PTO. If the committee decides a request doesn't have merit, that request will not be forwarded to PTO.

After review, the Gifts and Grants chair will prepare copies for each PTO executive board member and presents the request during the appropriate part of the meeting.

Gifts and Grants Committee will communicate outcomes of the meeting to all requesting parties within one week of the scheduled meeting.

Submission Requirements

(Feel free to submit the following information on a separate sheet and include as much supporting documentation/materials as necessary and prudent.)

- Person(s) Submitting Request:
- Contact information (Address, Phone Number, Email, Best Time to be Reached, etc.):
- Detailed Description of activity/program/idea:
- Detailed description of how the request is directly linked to St. Monica School and how students will be impacted:
- Detailed description of how the request goes beyond the current reality or enhances the students' future experience:
- Detailed budget and requested financial amount.
- Implementation Timeline (if appropriate):
- **Signature of Understanding**
By submitting this request, I/We understand that any distribution of funds awarded under this program is limited to the original award. PTO retains the right to fund all or parts of the requested funds. Authorized funds must be spent in the current school year or will be forfeited unless arrangements are made in advance. I/We further agree to act as the resource coordinator of the request and will work with PTO through the programs completion/implementation.