

PROJECT STUDY REQUESTS

A Project Study Request (PSR) may be made by any member of the PTA: parent, teacher, or staff member. It is a request for funding from the PTA for a project that will benefit the school and our children in some unique way. Any parent making a PSR will need to have a sponsor (teacher or staff) who will support the project. PSRs can only be approved by a majority vote of the general PTA membership. If you are submitting a request, we ask that you support and maintain responsibility for the completion of the project with the PTA's First Vice President.

All PSRs will be processed as follows:

- Complete the attached PSR Form and submit it to the First Vice President via email (nesteadman@yahoo.com).
- If you are requesting funding greater than \$1,000.00, please submit three bids from approved district vendors. Copies of all vendor bids must be attached to the request. Without these, a PSR is incomplete and will be returned to the requestor.
- The PSR must be reviewed by the Frostwood PTA Executive Board. This is not to approve funding for the request, but to approve the following criteria:
 - Is this a project that can be funded from the current school budget, the current PTA budget, or the school district?
 - Can funding be acquired from any other source?
 - Is the form completely filled out and all requested information attached? If not, it will be returned to the requestor. This includes all completed forms from vendors.

The PTA Executive Board meets regularly throughout the school year. Please check with the school office to find out when the meetings are scheduled. To be reviewed at a scheduled meeting, the PSR must be received at least one day before the meeting.

If approved by the Board, the request will be:

- Published in the next edition of Tiger Tales for review by the general PTA membership.
- Placed on the agenda for the next scheduled PTA meeting.
- Presented by the requestor or the First Vice President at the PTA meeting and voted on by the PTA members present at the meeting.

The request for funding is approved if the vote by the general membership passes by a majority.

This process will be followed for all PSRs and no exceptions will be made. Plan accordingly and make sure there is adequate time to process your request before each required meeting. Any questions unanswered at PTA meetings could result in a delay in the voting process. If you have questions, please contact the First Vice President.

