

Kaneland McDole Elementary School 2010-2011 Proposal Procedures

The following proposal procedures are applicable to all McDole staff who wish to request funds for non-budgeted expenditures.

For the 2010-2011 school year, the PTO is committed to providing \$1000 for each grade K-5 and \$200 for Early Childhood. These funds, however, are only available for expenditures that have been submitted and approved according to the following procedures. **In accordance with our by-laws, a proposal must be submitted to the board and approved in order for funds to be released.** Teachers can collaboratively decide if they wish to propose that these funds be used for a shared purpose or rather divided up for individual classrooms.

In order to simplify the proposal process for the McDole staff and the PTO please follow these guidelines for submitting proposals.

1. All proposals must include the following: A descriptive, detailed list of desired items to purchase along with the cost of each item including shipping, handling, and other fees.
2. In order for a proposal to be put on the agenda for a PTO meeting, please e-mail the proposal to all board members or put a dated copy of the proposal in mailboxes for each board member *no later than the Friday prior to that month's meeting.*

theluedtkes@mchsi.com	Kris Luedtke, co-president
mosercentral@mchsi.com	Michelle Moser, co-president
ajstoll@mchsi.com	Jen Stoll, vice president
stephaniepto@gmail.com	Stephanie Beattie, treasurer
jlycan1@hotmail.com	Robyn Lycan, secretary

3. A staff member needs to be present at the PTO meeting to present the proposal and field any questions. Please bring 15 copies for parents/teachers present at meeting.
4. The PTO board reserves the right to table a decision for proposals over \$1500 until the next month's meeting.
5. April is the **final** month to submit proposals in order to finish up business during the May meeting.

In the past, PTO has approved money for math manipulatives for first grade, classroom library books for second grade, books on tape for third grade, the Springfield Field trip for fourth grade, and Rebecca Caudill books for fifth grade. Any additional money requested per grade is dependent on how much monies are raised throughout the year through various fundraising efforts. Any monies not used in the 2010-2011 school year *will not* be carried over to the next fiscal year. If in doubt about an amount, PLEASE ASK!