



## **BUDGET POLICY**

**The PTC will evaluate budget requests using the following criteria:**

- 1) The proposal benefits the educational mission of the school.
- 2) It represents a fair and even distribution of funds among the student population.
- 3) The proposal directly or indirectly benefits most or all of the students.
- 4) It enriches the educational opportunities and experiences of students.
- 5) The proposal has the potential for annual funding.
- 6) It promotes the health and well-being of our student body.
- 7) It exposes students to cultural and career learning.
- 8) The proposal promotes awareness of diverse educational concerns which impact our school community.

The Budget Committee will decide on proposals and report those decisions to the PTC at large at the regular monthly meeting. All funding requests need to be brought to the Budget Committee first. Proposals requiring more discussion will be brought to the general meeting for input, but the final decision on the proposal rests with the Budget Committee.

The Budget Committee consists of a Chair, the Chair(s) of the PTC, the Treasurer, the Funding Committee Chair, and any other member of the PTC who would like to participate.

**WORK HARD AND BE KIND**



## PROCEDURES FOR REQUESTING FUNDS

Forms are available in the Main Office and a form must be submitted annually for requests regardless of the event.

Funding will be disbursed in accordance with the PTC mission and budget allocation criteria. Proposals should meet as many criteria as possible.

- 1) Funding requests will be reviewed on an ongoing basis. If you have an urgent need, please contact the Budget Committee Chair directly.
- 2) Please fill out the form completely, supplying all relevant information including costs of admission, transportation, additional expenses, etc. Include any additional information deemed pertinent.
- 3) If a child is unable to pay for a field trip or event, the PTC will make funds available at the discretion of the teacher. Please indicate this on the request form. In the event a child does not bring money on the day of the trip or event, the teacher may access funds held in the Main Office to cover these costs. Teachers who use their own money to cover these costs will be reimbursed by PTC.
- 4) If the request for the purchase of any item exceeds \$100 (excluding field trips), please provide three comparison prices.
- 5) Requests may be submitted by teachers and staff at OTES.

**WORK HARD AND BE KIND**