

## CLARKSTON HIGH SCHOOL PTSA WAYS AND MEANS REQUEST

CHS Staff Member(s) Name: \_\_\_\_\_

**\*\*\*Note: You must be a PTSA member in order to request funds\*\*\***

Your email address: \_\_\_\_\_

Subject/Department/Group making the request: \_\_\_\_\_

Number of students involved/affected: \_\_\_\_\_

Amount of request: \_\_\_\_\_

**\*\*\*Note: Your request MUST include all shipping and handling fees (if applicable). \*\*\***

Principal's Approval: Date: \_\_\_\_\_

Date funds are needed: \_\_\_\_\_

Please list any other additional sources of funding (booster groups, community organizations, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Please describe your request. Attach any additional documents that you believe would be helpful for the general membership to know about your request.

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**\*\*\*We are asking that every Ways and Means request includes at least 2 bids/proposals/price comparisons. Please include them with your request.\*\*\***

Please note:

- The PTSA Ways and Means Committee will meet once per month (the week prior to the scheduled PTSA meeting) and will bring requests to the general PTSA membership at the monthly meeting for a vote. Please keep this timing in mind when you make your request. **2018-19 request deadlines are 9/4, 10/2, 11/6, 12/4, 1/1, 2/5, 3/5, 4/2, 5/7, 6/4.**
- **New: Please submit your request for reimbursement within 30 days of approval of your request.**
- **New: Reimbursement checks must be cashed within 30 days of being written per our bank's policy.**
- Please refer any questions regarding the Ways and Means process to the CHS PTSA 1st Vice-President, Kim Hardtke (hardtke@comcast.net)
- Please see the other side of this form for FAQ.

# THE CHS PTSA Ways and Means Process



**What's the purpose of the Ways and Means budget at CHS?** Ways and Means funding focuses on supporting the curricular and co-curricular needs of teachers and staff to reach a broad student population. Examples of past approved Ways and Means requests have been...laptops, Chromebooks, novels for classroom libraries, a music stand cart, chair dolly, support of the Drama department, to name but a few. **\*\*\*Please note that any requests for technology must be approved by Mr. Kaul before the request can be approved by the PTSA.\*\*\***

**Who can request funds through the Ways and Means process?** Any teacher or staff member who is a current PTSA member can make a request.

**How does the process work?** A teacher or staff member fills out a Ways and Means request and leaves it for Mr. Kaul's approval and submission. A member of the Ways and Means committee will obtain the request and share it with other members of the Ways and Means committee who will discuss the request. They will share their recommendation at the next PTSA meeting with all the members in attendance who will then vote on the request. Forms are in the mail room and each staff member will receive one at the beginning of the year.

***We are asking that each request include at least 2 bids/proposals/price comparisons.***

**When will I find out if my request has been approved?** A PTSA board member will contact you within a couple of days after the general membership meeting to let you know the status of your request. Requests are only voted on by the general membership at their monthly meetings.

**NEW: Please make every attempt to have your item(s) purchased/ordered within 30 days of approval of the request and to submit your Reimbursement request within 30 days of approval of your request.**

**Once my request has been approved, how will I receive my funds?** Be sure to include **ALL** costs in your request (shipping and handling for example). Any overages will need to be requested at a subsequent PTSA meeting. Complete a "Request for Reimbursement" form and attach your receipts. You must include your receipts/invoice/bill in order to receive payment/reimbursement. The CHS PTSA will accept receipts for approved funds up to 30 days after the date on the receipt(s).

**NEW: Per our bank's policy, all reimbursement checks MUST BE CASHED WITHIN 30 DAYS OF BEING WRITTEN.**

**Who should I contact if I have any other questions?** CHS PTSA 1st Vice-President, Kim Hardtke [hardtke@comcast.net](mailto:hardtke@comcast.net)

**Thanks for all that you do for our CHS students!**