



September 2011

Dear CSIHS Teachers, Staff, & Specialists,

Thank you so much for your dedication and commitment as you teach and support our children and their education! We are very proud of our outstanding staff and are looking forward to a great year of partnership and results.

Included in this packet is information to help clarify expectations regarding PTSA funding and reimbursement processes for the 2011-2012 school year. We have allocated our budget to support academics, the arts, athletics, and other activities. The budget will be approved at the first general PTSA meeting of the year and we'll provide you once it's official.

In the attached packet, please find:

- Proposal/Request for Funding
- Reimbursement Form
- Income/Proceeds Form (for deposits)

Additional forms are also available on the PTSA website at www.chiefsealthptsa.org under the Resources tab.

PTSA Funding & Reimbursement Processes

- If you have a special proposal/project, please submit a written proposal outlining the project, its benefits, and the requested amount (using the **Proposal/Request for Funding form**).
- The PTSA Leadership Team meets monthly (typically the 1st or 2nd Monday of the month) and reviews any funding requests at that time. We will let you know if your proposal was approved the following day. Funds are available immediately upon approval.
- All requests for reimbursement must be submitted through a **completed Reimbursement Form and include itemized receipts** (stapled to the form, please!). Please drop them in the PTSA mailbox in the office.
- For advances, receipts **must** be received by the Treasurer, via the PTSA mailbox in the main office, within one week of receipt of the advance. **Please don't make us track you down!!**
- Please submit all income/proceeds using the attached **Income/Proceeds Form** to facilitate tracking and proper accounting of funds.

The PTSA Leadership Team will use the following PTSA goals for the year as criteria for decision making on the proposals we receive:

- Increased family involvement and participation in PTSA and school events
- Financially support programs and activities that impact as many students as possible; equal attention to academic, athletics, arts, and other projects & activities.
- Strong relationships with and support of CSIHS staff, teachers, and other school programs and organizations
- Contribution to the positive image of CSIHS within the West Seattle community

We will also consider the budget allocation remaining for the project/proposal area and whether or not funds can be secured from other sources.

Please feel free to contact us with any questions, concerns, or clarifications. Thank you!

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