

2018-2019 PTF Appropriations Request Form

If you have requested funding for your item from the AIS school budget and the item is approved, please advise the PTF Appropriations Coordinator immediately so funds can be made available to other requestors.

The PTF is not responsible for any errors or omissions in submitted proposals. Any additional costs associated with the request, which are not approved by the PTF, are the responsibility of the requestor.

If requested and approved funds are not utilized within 90 days of the "date funds are required," the money will be transferred back into the PTF General Account.

PTF Appropriations Process

The PTF Appropriations Coordinator, with support from the PTF Board, strives to follow all procedural recommendations outlined in the PTF By Laws. Below is a summary of the expected process for the current academic year.

The PTF has officially opened the Appropriations process and is collecting project proposals from now through November 16, 2018. The PTF Board, the Director, and the Principals will screen proposals for eligibility, educational value, and number of students who will benefit. Appropriation recipients have immediate access to Appropriations funds from the specified funding date. If funds are not used within 90 days of the specified funding date, they are transferred back into the PTF general fund.

September 21 – Appropriations process opened.

November 16 – Deadline for all proposals. Proposals submitted after close of business on November 16 will not be accepted.

Eligible proposals will be filmed by KSN. Each proposal gets a 90 second clip.

December 11– Eligible proposals announced at PTF Breakfast Among Friends; Online voting will start shortly after.

January 9 – Online voting closes.

January 22, 2019 – Results are provided in person to the requestors and then announced at PTF Breakfast Among Friends.

Online voting will be coordinated and announced via *Scoops*.

Project Eligibility Requirements

A project is eligible for PTF Appropriations consideration if it...

- Directly benefits AIS students
- Aligns with the PTF mission
- Supports the school's educational aim and purpose.

Projects that benefit the greatest number of students receive priority.