



To: Glen Haven Teachers and Staff
From: Nora Tyer-Witek, PTA President
Date: 31 December 2009
Subj: Procedures for Staff Reimbursement--REVISED

In October, I published the Procedures for Staff Reimbursement. At the December 2009 PTA Meeting, the General Membership voted on a new process which would be a bi-annual review of programs and projects that were seeking PTA funding. Below is the new procedure as adopted by the General Membership. The deadline for submission of reimbursement requests/proposals is January 22, 2010. Proposals will be reviewed by the PTA Board at the next Board Meeting, Tuesday, January 26, 2010 and will be voted on at the next general membership meeting on Tuesday, February 2, 2010 at 7pm. All requestors are highly encouraged to contact me to get on the agenda to plead your case to the membership! Please email all completed proposals with estimates to me at: hanorah.tyer-witek@usmc.mil.

F. Procedures for Teacher Reimbursement (from the PTA Standing Rules—adopted Sept 09)

1. From time to time, staff will request things from the PTA due to funding shortfalls or special needs. To receive consideration of their request, the following must be met:
 - a. They must be a member of the PTA.
 - b. The request must support one of the goals of the PTA.
 - c. The request must be presented with a completed plan of work outlining the nature and purpose of the request as well as the goals for the request and how it supports a PTA goal and will be accompanied by at least two price estimates.
2. The Board of Directors will review all requests and shall vote on the requests after the Treasurer is allowed to comment on the budget supportability of the request.
3. After the Board of Directors votes on the request, it will be presented to the General Membership for a vote. The vote of the General Membership will determine if the request is granted or not.
4. Staff are invited to present their request in person to the Board and/or General Membership. If personal appearance is desired, contact the President to get added to the agenda for that meeting.
5. Staff will be contacted in writing by the Secretary of Correspondence as to the outcome, within 1 week of the General Membership vote.