

STRATFORD HIGH SCHOOL PTSA STANDING RULES

Guidelines and Procedures for the Sparta Fund

I. MISSION

The mission of the Sparta Fund is to use the funds to advance the mission and purposes of the National PTA, the Texas PTA, and the Stratford High School Parent Teacher Student Association (the "PTSA"); and to enhance excellence in the education, health and welfare of the students of Stratford High School.

II. THE SPARTA FUND COMMITTEE

A. The Sparta Fund Committee (the "Committee") shall operate as a special committee of the PTSA consistent with Article XI of the PTSA Bylaws. The PTSA President shall appoint the Chairperson and members of the Committee, subject to the approval of the PTSA Executive Board, consistent with Article VIII, Sec. 1, para. d of the PTSA Bylaws. All Committee members must be members of the Stratford High School PTSA.

B. The Committee shall consist of at least five members including one Committee Chairperson and four Committee members. Additional Committee members may be appointed to the Committee by the PTSA President subject to the approval of the PTSA Executive Board. Students may serve as members of the Committee; however, student members shall not constitute a majority of Committee members. The PTSA President shall serve as a member ex-officio of the Committee. A quorum of the Committee shall be a majority of its members.

C. The members of the Committee shall assume their official duties at the beginning of the PTSA fiscal year and shall serve a term of one year. No Committee member shall serve on the Committee for more than two consecutive years. A Committee member who has served more than one-half of a term shall be credited with having served that term. Vacancies on the Committee shall be filled by appointment by the PTSA President with the approval of the PTSA Executive Board.

III. MEETINGS OF THE SPARTA FUND COMMITTEE

The Committee shall conduct a minimum of two in-person meetings during each fiscal year, once during the Stratford High School fall semester and once during the Stratford High School spring semester. Additional in-person meetings may be scheduled by the Committee Chairperson as needed. Meeting dates will be posted on the SHS PTSA website at the beginning

of the PTSA fiscal year.

IV. SPARTA FUND RESOURCES

The Sparta Fund will receive its resources from the PTSA. The Sparta Fund will be included within the PTSA Budget each fiscal year and subject to review and approval by the PTSA Executive Board, and membership through the usual PTSA budget process.

V. PROCESS OF THE SPARTA FUND COMMITTEE

The Committee shall solicit, review and recommend for approval or denial funding requests for Sparta Fund resources. Sparta Fund funding requests are solicited throughout the PTSA fiscal year. All funding requests must be made using the Sparta Fund forms, following the procedures, and according to deadlines set by the Committee. These forms, procedures and deadlines will be made available at the beginning of the fiscal school year, using the PTSA's usual means of communication. They will be available on the PTSA's website and communicated through the PTSA's newsletter.

VI. COMMUNICATIONS REGARDING THE SPARTA FUND

Every effort shall be made by the Committee to communicate with Stratford High School faculty, staff, parents and students regarding the Sparta Fund and its available resources. Such communications may include, but not be limited to, inclusion on the PTSA website and in the PTSA newsletter; communications from the Stratford High School Building Principal to teachers, faculty members and staff; announcements at PTSA meetings and events; and announcements at school meetings and events.

VII. GUIDELINES FOR FUNDING REQUESTS

A. Sparta Fund resources shall only be expended on items and events that are consistent with the mission and purposes of the National PTA, the Texas PTA and the PTSA as set forth in the PTSA Bylaws. Funding requests must be for items or events that are appropriate for purchase by the PTSA. Such items include, but are not limited to, instructional and educational materials, PTSA-sponsored programs or events, technology items, campus beautification, and support of appropriate organizations with Stratford High School.

B. When deciding whether to approve or deny a funding request, the Committee shall consider and take into account whether funding for such request is available from Spring Branch Independent School District, the Spring Branch Education Foundation and/or other funding sources. Sparta Fund resources may not be awarded should other funding sources be available and obtainable.

C. The PTSA is organized solely for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The PTSA and the Committee are therefore restricted in what funding requests they may or may not approve. The following are examples of restrictions on PTSA funding:

- The PTSA may not fund teacher payroll.
- The PTSA may not pay taxes.
- The PTSA may not fund association fees for other organizations.
- The PTSA may not pay or donate toward paying rental expenses of a school building.
- The PTSA may not fund any maintenance or operations expenses for Stratford High School.
- The PTSA may not fund furniture as such funding would not be consistent with the PTSA's mission or purposes.

VIII. ADDITIONAL GUIDELINES FOR FUNDING REQUESTS FROM TEACHERS, FACULTY AND STAFF

In order for funding requests from Stratford High School teachers, faculty and staff to be considered, the following guidelines shall be applied:

1. The teacher, faculty member or staff member making the funding request must be a member of the PTSA.
2. All possible attempts must have been made to fund the request from other appropriate funding sources (*i.e.*, from Stratford High School, from Spring Branch Independent School District, from Spring Branch Education Foundation) and such attempts must have been denied. Documentation of such attempts and denials may be requested by the Committee.
3. The funding request must have been submitted to and approved for the subject curriculum by the subject department head for Stratford High School. This must be indicated on the funding request form.
4. The funding request must be considered a priority for Stratford High School and has been reviewed by the Stratford High School Building Principal. This must be indicated on the funding request form.
5. A funding request may be resubmitted to the Committee if the request has not been voted on previously.
6. Check received for approved funding requests must be cashed/spent prior to the end of the fiscal school year.

IX. DOCUMENTATION REQUIREMENTS FOR FUNDING REQUESTS

In addition to the funding request form required by the Committee, other pertinent information may be required to be submitted to the Committee. The Committee may request such information as it deems necessary. Such information may include, but not be limited to, purchase orders, catalogs, price quotes, and copies of bids. Competitive bids and comparative pricing should be obtained and provided where appropriate. Shipping costs should be provided where appropriate. If pricing is limited to a single source, an explanation of this circumstance should be provided. The PTSA is prohibited by the IRS from paying any sales tax so sales tax should not be included.

X. COMMITTEE REPORT AND RECOMMENDATIONS

Following the conclusion of each of its required meetings (in-person and email review meetings), the Committee shall prepare a report to include the full list of reviewed funding requests, both approved and denied, with details and the total sum of the approved funds to date. The report can be a running report that is updated after each meeting. Each report will be submitted by the Committee Chairperson to the PTSA Executive Board for review and approval or disapproval. Should the PTSA Executive Board disapprove of the report, it will be sent back to the Committee for reconsideration. This process will be followed until the PTSA Executive Board approves the recommended expenditure of Sparta Fund resources.

XI. APPROVAL OF FUNDING REQUESTS

Once the Executive Board has voted to approve a funding request, dispersal of Sparta Fund resources will be made as expediently as possible. Notification of approval shall be given by the Committee Chairperson to the person who submitted the funding request as soon as possible. Notification of approved and funded requests shall be given to the PTSA membership at the next regular meeting of the PTSA.

XII. DISAPPROVAL OF FUNDING REQUESTS

If a funding request is not approved, notification of disapproval shall be given by the Committee Chairperson to the person who submitted the funding request as soon as possible. The notification may include the reasons why the Committee and/or the PTSA Executive Board disapproved the request.

XIII. PLACING ITEMS INTO SERVICE

The items purchased with Sparta Fund resources shall be donated or loaned to Stratford High

School for the exclusive use of Stratford High School students, teachers, faculty, staff or PTSA members. Items will be marked as such and appropriate records will be maintained regarding where and how the items will be stored.