



PTO Strategic Investment Committee ("SIC")

Purpose & Process

- The SIC consists of: The Lane School Principal, 2 Lane School Staff, 2 Lane School Parents, 1 PTO Co-President, 1 PTO Co-Vice President and the PTO Treasurer.
- The SIC approves funding recommendations for annual PTO gifts to The Lane School from available PTO funds **over and above** its annual operating budget.
- The Lane School parents and staff submit written requests to the SIC using the Request for Funding Form.
- The SIC evaluates and prioritizes the requests based on funding criteria.
- The SIC presents funding recommendations to PTO for approval.

Timeline

October:

- The SIC reviews process and brainstorms initiatives for consideration.
- Create a Strategic Investment page on the PTO website – include timeline, process and Request for Funding form.
- The SIC publishes notices in the Bulldog Blast soliciting parent and staff suggestions for funding requests and directing them to Strategic Investment page. Requests are due **before winter break**.

November & December:

- The SIC publishes notices in the Bulldog Blast soliciting parent and staff suggestions for funding requests and directing them to the Strategic Investment page.

January:

- The SIC evaluates requests based on identified criteria, and considers what can be funded from The Lane's operating budget/building funds and from the Teacher Wish List budget.
- The SIC matches funding requests to parent and staff priorities to establish list of gifts.

February:

- PTO Treasurer confirms the amount of available funds.
- The SIC finalizes gifts and presents recommendations to PTO for approval at February membership meeting.
- The SIC notifies parents and staff of PTO approved gifts.
- The Lane School office secretary prepares purchase orders for items to be purchased.



Funding Criteria for Requests:

- A. Complete a Request for Funding form.
- B. Evaluation will be based on the following criteria:
 - support present and future curriculum goals;
 - benefit students (entire population, by class, or individual needs);
 - consistent with The Lane School PTO Bylaws;
 - immediate funding by District 181 (“D181”) not probable;
 - meets D181 guidelines as applicable (e.g., grounds, safety, technology);
 - meets IRS guidelines for Section 501(c)(3) non-profit organizations; and
 - frequency of request.
- C. Multiple bids are required to accompany funding requests for items for which competitive pricing is available.
- D. Requests must not unduly burden future PTOs.

Guidelines for Determining Annual Future Projects Expenditures

- A. The SIC determines the amount of money dedicated to PTO gifts each year using the following formula:

Cash on Hand: Bank Account Balances – Liability Account Balances

Subtract: (1) Unfunded portion of current year’s operating budget (unpaid expenses)
(2) Next year’s proposed operating budget

Difference: Investment funds available for PTO Gifts

- B. The SIC will also consider:
 - ongoing capital expenditures (e.g., mulch, playgroup equipment, maintenance);
 - unforeseen cost increases (e.g., bussing, insurance, additional class sections); and
 - fundraising limitations, for example:
 - generating less than expected revenue
 - number of fundraisers.