



M.S.A.D. #51 P.T.O.

Enrichment Guidelines 2009

PTO enrichment is to support and enhance the curriculum of each grade. It is a program that should benefit as many children as possible, in other words, provide the greatest good.

1. Each school (MIW, DRS/NYMS, and GMS) starts the year with \$1,000 encumbered to cover beginning enrichment expenses.
2. Budget allocation will be done upon receipt of final numbers from the sale of Sally Foster at the October PTO meeting. The PTO Board will determine the amount to be allocated per student in each grade based on class counts to be updated at the time of budgeting.

Class counts for the beginning of the school year are as follows: (As of 6/09)

| <u>School</u> | <u>Grade</u> | <u>Students</u> |
|---------------|-----------------|-----------------|
| MIW | Kindergarten | 140 |
| | 1 st | 156 |
| | 2 nd | 145 |
| DRS | 3 rd | 197 |
| NYMS | 4 th | 136 |
| | 5 th | 162 |
| GMS | 6 th | 191 |
| | 7 th | 175 |
| | 8 th | 177 |

The board may allocate an additional amount of funding for a school-wide program.

The PTO Board will discuss and approve an appropriate amount to be allocated to GHS, if any.

3. A representative from the Enrichment committee for each respective school will meet with teachers and administration at the beginning of the year to explain the Enrichment program and process for funding requests. Grade/school level representatives will then meet with their respective teachers to begin to discuss and research possible programs consistent with the year's curriculum.
4. *To be considered for funding, enrichment activities must align with classroom studies.*
5. The function of the enrichment committee is to assist the teachers in researching, scheduling and implementing the various enrichment programs funded through the PTO. Ensuring that the request form is completed, approval (from enrichment chair) received, and checks processing handled in a timely manner will minimize legwork for the teachers.
6. With no exceptions, all requests for enrichment funding must be approved by the **building chair** prior to submission to the treasurer for payment. Approval must be made directly on the Funding Request form or via email by the **building chair** to the treasurer in order for funds to be released.
7. Funds remaining at the end of the year may be evenly allocated at the discretion of the PTO board or held until the following school year.
8. All enrichment and general funding requests must be submitted to the treasurer on or before the final day of school including all supporting documentation such as receipts, invoices or other paperwork.