**The PTO Budget Info & Guidelines**

* The PTO is very excited to announce that we will be able to purchase projectors for all the classrooms that do not have one yet. We are working with Mr. Correa to get them ordered and into your classroom as soon as possible.
* Now that we have completed our goal of purchases projectors for each classroom, the PTO is looking for ideas for the next ‘big expenditure.” As always, the PTO looks to fund items that will have an impact on all Hilltop Students. We hope that you will discuss ideas in your committee and staff meetings.
* Each teacher will receive reimbursement for up to $100 in classroom support. In additional to the $100, new teachers will receive $200 to help set up your new classroom and any teacher who has switched grades will receive an additional $100.

Attached is a reimbursement form for you to fill out and turn in with your receipts. Please put the completed form and receipts in an envelope into the PTO mailbox. We will issue you a reimbursement check as soon as possible. All receipts must be received by May 15th to be reimbursed.

*Please note: PTO will not reimburse for more than the stated amount. These support funds are only available for one school year, they will not be rolled over until next year.*

* In addition to classroom and new teacher support, the PTO has a “staff request” fund worked into the yearly budget. For any requests that go above and beyond those already itemized on the budget. To request additional funding – teachers and staff must first get approval from the building committee. The PTO wants everyone to have a voice in how these funds are being spent. Once approved by the building committee, the PTO asks that the staff member making the request inform the PTO and attend a meeting to give a presentation about the item the funds are being asked for. The PTO will then vote on the expenditure at the meeting.
* Attached you will find a copy of 2014-2015 PTO budget that will be presented and discussed at the first PTO meeting of the year on Tuesday, September 2nd. Also attached is a list of what the PTO funds.
* If you have any questions, please feel free to contact anyone on the PTO board.