APPENDIX A

CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC.-Altitude Elementary School PTO

SUGGESTED DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are suggested for organizational clarity and are not mandatory under the Bylaws.

A. President/Co-President

See Article V 9. of the Bylaws

Other suggested duties are as follows:
a. To oversee and manage the timely submission of the required CCSD Parents' Council documents.
b. To maintain and oversee the accuracy and timely updating of the PTCO Bylaws.

B. Vice President/Co-Vice President

a. To preside in the absence of the President(s).
b. To assist with presidential and other Executive Board/committee duties as necessary.
c. To assist with Executive Board communications as needed.

C. Vice President(s) of Fundraising and Sponsorships

a. To preside in the absence of the Vice President(s).
b. To seek out fundraising and sponsorship activities on behalf of the Executive Board. Examples of fundraising include but are not limited to: Boosterthon Fun Run, school auction (every other year), Box Tops for Education, Longmont Dairy Milk Caps, and King Soopers Community Rewards.
c. To handle in-kind donation acknowledgement letters.
d. To maintain relationships with community members, including regular communications, in order to solicit sponsorship contributions for PTCO events.

D. Vice President(s) of Events

a. To preside in the absence of the Vice President(s).
b. To keep the PTCO aware of school events.
c. To seek out volunteers to assist with PTCO events.
d. To organize and oversee PTCO events. Examples of community and service events include, but are not limited to: school carnival, trunk or treat, Tissues, Tears, & Treats, Veterans Day Parade, Holiday Shop, and Conference Week hospitality meals.

E. Vice President of Communications

a. To keep the PTCO and school community aware of school events.
b. To maintain various communications channels such as the PTCO website, PTCO social media, and communications within the school newsletter.

F. Secretary

See Article V 10. of the Bylaws

Other suggested duties are as follows:
a. To handle sponsor/vendor thank you notes.

G. Treasurer/Co-Treasurer

See Article V 11. of the Bylaws

Other suggested duties are as follows:
a. To preside in the absence of the President(s) and Vice President(s).
b. To handle monetary donation tax acknowledgement letters.

APPENDIX B

***CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC.*-Altitude Elementary School PTO**

CONFLICT OF INTEREST POLICY

ARTICLE I

Purpose

The purpose of the conflict of interest policy is to protect the interests of the Altitude Elementary School PTO (the PTCO or Corporation) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

ARTICLE II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,

b. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

ARTICLE III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V

Compensation

A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, may provide information to any committee regarding compensation.

ARTICLE VI

Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII

Periodic Reviews

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

APPENDIX C

***CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC.*-Altitude Elementary School PTO**

FINANCIAL POLICIES

PURPOSE AND INTENT

These policies are intended to document the Cherry Creek School District Parent Teacher Community Organization-Altitude Elementary School PTO's (hereafter referred to as any of the following: the PTCO or PTO, the organization, or the Corporation) policies and procedures regarding using and receiving cash and credit cards (to meet the needs of the PTCO as well as outline general financial policies and procedures used by the PTCO to ensure appropriate fiscal management.

The PTCO financial policies should be given to PTCO Board members as well as event chairpersons (and others) who will be responsible for receiving, requesting, and/or making payments relating to PTCO business. The policies are intended to provide both an understanding of how PTCO financial processes work and provide protection to volunteers themselves.

Points highlighted in red in this document are a mandatory requirement for inclusion in all PTCO financial policy documents.

Information included:
1. Cash Policies
2. Credit/Debit Card Policies
3. Check Policies
4. Online Payment Policies
5. General Financial Policies
6. Classroom Grant Request Policies

Attachment: Disbursement Request Form
Attachment: Deposit Notice Form
Attachment: Grant Request Form
Attachment: PTCO Spending Policies Guideline

Definitions

"President" will refer to either the President of the PTCO, or a Co-President of the PTCO.

"Treasurer" will refer to either the Treasurer of the PTCO, or a Co-Treasurer of the PTCO.

1. CASH POLICIES

Paying with Cash:
The PTCO does not maintain a petty cash account and cannot pay cash for PTCO purposes.

Accepting Cash Payments:
The PTCO accepts cash for payments made to the PTCO.

Two people must be present when cash is being handled or counted. The final tally needs to be noted and signed off on by both parties and the matching funds must be deposited into the PTCO bank account within 48 hours of the event.

Order forms (or similar documentation) should be used, and those order forms should indicate the purchaser paid with cash, and the cash amount paid. The order forms should be kept by the PTCO until at least 30 days after the purchased items are delivered.

Order forms and accompanying cash payments should be kept secured in the school's front office, or with a Treasurer or President, until the cash is deposited.

In cases where an order form is not applicable, the event chairperson and one other person must count the cash and sign the PTCO **Deposit Form** indicating the amount of cash received.

Cash should be given to the PTCO Treasurer, with a completed **Deposit Form** immediately after the event or sale. If the PTCO Treasurer is not present at the event, cash awaiting deposit must be secured at the school, or with the President, until receipt by the Treasurer.

Under no circumstances should any cash raised at an event or sale be spent (even with a receipt) before being deposited. It must be deposited into the PTCO account and then spent under the PTCO spending policy guidelines.

The Treasurer must retain the bank cash deposit advice (equaling the amount counted and signed off on the Deposit Form) and attach it to the Deposit Form for record keeping. This will verify that all funds accounted for are deposited into the PTCO bank account with complete transparency.

Cash Box Policies

If cash is needed for an event, the following procedures will be followed:

- A **Disbursement Request Form** must be filled out with what is needed and what specific event/budget line the cash will be for.
- Communication with the Treasurer must be made at least a week prior to the event

and the **Disbursement Request Form** should be provided at that time so the appropriate funds can be obtained from the bank.
● Counter checks/checks to petty cash are not allowed. Instead, a check should be written to a specific Board member and cashed.
● The event chairperson or a member of the Board will verify the cash amount and sign the **Disbursement Request Form** to verify the correct amount of cash is there.
● At events where a cash box is being utilized, only Board members are authorized to handle cash in the cash box.

2. CREDIT/DEBIT CARD POLICIES

Paying with a Credit Card:
The PTCO does not have a credit card account and therefore cannot pay for purchases with a credit card.

Paying with a Debit Card:
The PTCO has a debit card which can be used for purchases. The PTCO debit card will only be used for approved purchases, and only when it is more efficient to do so (such as online purchases). The debit card will be kept by the Treasurer(s) and/or President(s). All debit card purchases require completion of the **Disbursement Request Form**.

Accepting Credit Card Payments:
The PTCO can accept credit card payments for items payable directly to the PTCO.
● Credit Card information, if written, should be stored in the school safe until processed.
● All transactions using written credit card information should be processed at the school. No person(s) may remove credit card information from the school property.
● A crosscut shredder should be used when destroying written credit card information.
● No credit card transactions should be processed manually by the PTCO unless two designated PTCO members are present.
● A master list of each transaction including payee's name and amount charged must be kept for financial record keeping. If the credit card system can produce a list, that list will be sufficient. If not, a manual spreadsheet needs to be maintained and kept.

Once the charges have been processed, a statement should be printed showing the total charges processed. A copy of this list must be given to the Treasurer for reconciliation with the bank deposits from the credit card company.

In cases where a vendor accepts credit cards as a form of payment, order forms or credit card receipts received by the PTCO must be kept secure and locked in the school safe until the vendor collects the information. This will minimize the risk of unauthorized access to credit card information.

3. CHECK POLICIES

Paying with Check:
The PTCO maintains a checking account and can pay for purchases with a check.

A **Disbursement Request Form** is used to request and document any check to be written from the PTCO checking account, including paying vendors and reimbursing individuals for expenses they incur on behalf of the PTCO. Appropriate documentation for the purpose of the request should be attached to the form (e.g. receipts, invoices, etc.).

Checks will not be written for any purpose without an approved **Disbursement Request Form**.

The **Disbursement Request Form** requires approval by the Treasurer, except in cases where the check would be made payable to the Treasurer (i.e. for reimbursement). In that case, the Co-Treasurer, President, or Co-President must approve the **Disbursement Request Form**.

Checks will be made out and signed by the Treasurer, unless the check is payable to the Treasurer (i.e. for reimbursement). In that case, the Co-Treasurer or President (or another approved account signatory) will sign the check. At no time can a check made out to an individual be signed by that same individual. In other words, you cannot write a check to yourself and sign it.

Checks **over $500.00** require approval by the Treasurer or President. These checks must be co-signed by the Co-Treasurer or Co-President (or another approved account signatory).

The Treasurer(s) should never write a check for anything without an invoice or receipt. Documentation is mandatory, not optional. The **Disbursement Request Form** is additional documentation to support the invoice or receipt.

Accepting Check Payments:
The PTCO accepts checks for payments made to the PTCO.

Checks must be kept and secured in the school front office, or with the Treasurer(s) or President(s), until deposited.

Checks must be given to the Treasurer(s) with a completed **Deposit Form** as soon as practical after an event or sale. Checks should be deposited as soon as possible after an event or sale in order to minimize the risk of “returned” checks.

For deposits with multiple checks, names, amounts, and check numbers should be completed on the **Deposit Form** and given to the Treasurer(s) for accurate record keeping.

The PTCO will attempt to collect bank fees and the original check amount for checks that are returned. The PTCO reserves the right to refuse to accept checks from individuals who have "bounced" checks to the PTCO in the past.

4. ONLINE PAYMENT POLICIES

Paying with an Online Payment Account:
The PTCO can pay for purchases with an online account such as Zelle (linked to the PTCO's bank account). All online purchases require completion of the **Disbursement Request Form**.

Accepting Online Payments:
The PTCO accepts online payments for items payable directly to the PTCO from online payment processors such as PayPal, Zelle, Stripe, CheddarUp, etc.
● This service should be set up and managed by the Treasurer(s) or President(s). The account should be in the PTCO's name and associated with the generic email address used by the PTCO. Personal accounts and personal emails are NOT to be used for PTCO finances.
● A master list of each transaction including payee's name and amount paid must be kept for financial record keeping. If the online payment system can produce a list, that list will be sufficient. If not, a manual spreadsheet needs to be maintained and kept.
● Once the payments have been processed, a statement should be printed showing the total payments processed. This list must be kept by the Treasurer(s) and used for reconciliation with the bank deposits from the payment processing company.
● Online payment processing companies charge a fee for their service. It will be decided by the Board whether the fees will be picked up by the payee/donor or by the PTCO.

5. GENERAL FINANCIAL POLICIES

The General Membership must approve the PTCO budget annually. Once the budget is approved, budgeted items do not need further membership approval in order to be paid. Providing the budget to the General Membership through electronic means, and providing a reasonable amount of time for review and comment, is considered reasonable approval by the General Membership.

Non-budgeted items **over $1,000.00** need the approval of General Membership.

The Executive Board may approve a non-budgeted expenditure **up to $1,000.00**.

Bank Statements and the bank reconciliation must be reviewed monthly (and signed off) by the PTCO President(s) or other appointed Executive Board representative other than the Treasurer(s). Copies of all written checks are to be retained. This ensures the reconciliation payees match the cashed checks and removes all liability from the Treasurer and other Board members of your fiscal responsibility to the parent community.

The PTCO President or appointed Executive Board representative should have access to online or paper bank statements.

Fraud Reporting Process

In the unfortunate event that fraudulent activity is uncovered, it is the responsibility of a representative of the PTCO Executive Board to inform the Principal **and** the President of CCSD Parents' Council of such activity on the same day you learn of the activity either by phone or email. The Principal will report the matter to the Cherry Creek School District as will the Parents' Council President. Appropriate action will be taken by the District.

Under no circumstances should any member of the PTCO enter into negotiations for funds to be repaid without reporting the matter.

Guidelines on Appropriate PTCO-related Expenses

IRS Guidelines for Non-Profit Organizations

The PTCO is a tax-exempt 501(c)(3) organization. For an organization to continue to be classified as tax-exempt under section 501(c)(3) of the Internal Revenue Service Code, the organization must be organized and operate "exclusively" for public purposes.

Any public, tax-exempt charitable group, such as the PTCO, must use all of the group's assets for its public, tax-exempt purpose. Therefore, none of the PTCO's funds can be used to benefit private individuals. The only exception is when an individual benefits as a by-product of carrying out the PTCO's purpose.

The PTCO's purpose is "to assist in attaining the highest level of education and welfare for the entire student body of Altitude Elementary School through the cooperative efforts of the faculty and staff, the Cherry Creek School District community, and the parents."

Expenses related directly to the educational environment and student experience are clearly allowable under the IRS guidelines. Examples include: technology hardware and software, playground equipment, assemblies, instructional equipment, books, and costs associated with PTCO-sponsored school/community events such as family nights, movie nights, popcorn days, and school carnivals.

Appreciation gifts do not directly support the PTCO's purpose, and are considered inappropriate expenses. Under IRS guidelines, the most conservative approach would be to have no expenses in this category at all. However, the PTCO follows the standards for federal employees which allows "modest items of food and refreshment" and gifts with a market value of $20.00 or less.

Reimbursement of expenses incurred by an individual on behalf of the the PTCO is not considered "individual benefit" as long as the expenses being reimbursed are approved and/or appropriate and have a receipt.

6. TEACHER GRANT REQUEST POLICIES

The ALTITUDE ELEMENTARY PTCO Bylaws state:

A portion of net proceeds from fundraising efforts, the proceeds of which are not otherwise specifically designated for another purpose, will be used to fund teacher grants for the current year. If the proceeds from a particular fundraising event are explicitly designated for a specific purpose, those net proceeds shall not be included in the calculation of the amount available for teacher requests.

The PTCO Executive Board will determine the timing of teacher grant cycles, but will have at least one per school year. Teacher grant requests should be submitted in accordance with grant cycle deadlines and all grants for a particular cycle will be evaluated at the same time in order to prioritize limited funding.

Grants must be awarded in time for the grant to be used within the fiscal period that it was raised. It is important to give teachers enough lead time to use funds that have been approved. It is recommended that all grants be finalized, approved and funded by March 31st of each school year.

Prior to submission to the PTCO, teacher grant requests should be reviewed by the Principal. Principal recommendations should be taken into consideration but final approval is made by the appropriate grant committee or PTCO Executive Board. The Principal does not have the authority to veto grant requests, but may prioritize requests and recommend action and/or outcome.

The PTCO cannot pay for the costs associated with receiving credit from a training or workshop for teachers, as that is considered a personal or private benefit. However, non-credit portions of workshops or trainings will be considered on a case by case basis, with preference given to matching training grants provided by the Cherry Creek School District up to $250.00.

PTCO Spending Policies Guidelines

The mission statement of the PTO/PTCOs of the Cherry Creek School District is to **support the education of our students**. This means that money raised is to be used to enhance the education of our students. The IRS requires that all non-profits state their mission and use their tax deductible donations for that mission. To do this, the following practices should be observed. For more detailed information, refer to the Parents' Council Procedures and Practices Handbook, available on the website, www.ccparentscouncil.org.

1. The majority of the tax deductible funds raised by the PTO/PTCO are to be used for direct educational enhancement. Auxiliary items such as Hospitality and After Prom may be supplemented by the PTO/PTCOs but the amount should be viewed in context of the percentage of the total budget and should not be the primary expenditure.

2. Monies raised are to be spent in a timely manner to most benefit the students that attended the school during the fundraising efforts. Parent donors expect that the funds contributed should benefit their children.

3. **The IRS requires that the funds be spent for the purpose indicated when solicited.** If PTOs/PTCOs solicit for specific funding goals, then recordkeeping will have to indicate any unused funds so that they can carry over to the next year for the same purpose.

4. **The IRS does not allow non-profits to accumulate "profits".** PTO/PTCOs should not carry balances unless a specific expenditure has been identified. The IRS does not allow "profits" to accumulate without potential taxation. The PTO/PTCO may indicate that a reserve is required under the Bylaws to cover expenses that will be due before funds are raised, (i.e. TA salaries) or money that has been earmarked for a specific purpose such as an ongoing fundraising for computers, playground equipment etc. PTOs/PTCOs can also "prefund" their budget as long as their intent is clearly indicated in the minutes and has been approved by the general population annually. Once the approved reserve has been funded, any additional donations should be spent or any additional fundraisers should be limited until the funds have been allocated and spent.

5. Grant Requests - Teachers and staff should be informed of funds available and encouraged to make grant requests under policies established by the PTO/PTCOs for items that would enhance the education of their students.

6. PTO/PTCO Grant Accounts held at the district – an accounting should be done annually to ensure that unexpended funds aren't being held year after year. Unused funds should be returned to the PTO for future allocation or released by the PTO/PTCO to the Principal for expenditure.

7. **The IRS does not allow non-profits with the "Educational Support"**

mission to benefit individuals. Funds can be raised with PTO/PTCO support for the occasional community needs BUT no funds can be deposited into the PTO/PTCO account and then disbursed to a family or an individual. This includes “Thank You” gifts within certain guidelines outlined in our manual. Any funding solicitations for individual needs should indicate the alternative payee and include language that these donations are not tax deductible.

ALTITUDE ELEMENTARY SCHOOL PTCO

Disbursement Request Form

Name of person requesting funds: _____

Amount requested $: _____ Date requested: _____

Event/Budget Line Item:

_____

Description (**include date of Board approval, if non-budgeted item**):

_____

_____

_____

Check Payable to:_____

PTCO debit card used ☐

Remit Check: ☐ Mail ☐ Pick Up/Deliver ☐ Other

Mailing Address (if not on documentation): _____

_____

If this is a bill that needs to be paid directly to a vendor, please attach the bill/invoice to this form and the Treasurer will mail it. Leave in the PTCO Mailbox in the front office at school or scan and email copies to treasurer@altitudePTCO.com.

If this is a reimbursement of personal funds, please attach original receipts and leave in the PTCO Mailbox at school for the Treasurer to collect. The Treasurer is required to collect and keep original receipts. Please note reimbursements will not be made without appropriate documentation.

Check #: _____

Amount $: _____

Date Paid: _____

Treasurer Approval: _____

Note: Approval required by Treasurer for all payments made. If the Treasurer is requesting the disbursement, another authorized signer is required to sign here.

ALTITUDE ELEMENTARY SCHOOL PTCO
Deposit Form

Name of person submitting deposit: _____

Date deposited: _____

Total amount deposited (**cash and checks**): $ _____

Specific description for each cash deposit source (for check descriptions, see next page):

_____

_____

Total Cash: $_____

Cash Counted and Signed Off By: (Person 1) _____

(Person 2) _____

***A detailed spreadsheet by bill and coin type should be attached to this form showing the make up of the cash amount counted above.Checks:**

Check No.	Check Date	Payee and Source/Event	Amount	Mobile Deposit (Y/N)

Total Checks: $_____

Accepted by (Treasurer): _____ Date: _____

The bank deposit slip is required to be attached to this form (except in the case of mobile deposits). Retain all documentation (letters, check stubs, etc.) included with amounts received and remit to the Treasurer for tax donation acknowledgement purposes.

ALTITUDE ELEMENTARY SCHOOL PTCO

Grant Request Form

Thank you for applying for a PTCO grant. Please complete the application, **with Principal signature**, and return it to the PTCO mailbox by the deadline announced. **All grant requests must include a detailed description, with support for the amount requested, including shipping and taxes (if applicable)**. **All funds must be spent by the end of the school year in the school year they are requested**. If they are not spent, the funds will be retained in the PTCO bank account for later use and may be used for a different purpose.

The mission statement of the PTCO is to assist in attaining the highest level of education and welfare for the entire student body of Altitude Elementary School through the cooperative efforts of the Faculty and Staff, the Cherry Creek School District community and the parents. This means that **money raised is to be used to enhance the educational experience and well-being of our students**. The IRS requires that all non-profits state their mission and use their tax deductible donations for that mission.

Teachers are encouraged to submit proposals that will benefit their individual classroom or grade level, however, preference will be given to proposals that offer school-wide access to our students. Proposals will be considered in totality to allow decisions based on equity among grades and classrooms. **Grant funding will not be awarded for projects/materials typically provided by the school district**.

All items purchased through the grant program become the property of Altitude Elementary School and must be retained by the school in the event the staff person who requested the items is no longer an employee of the school.

Please remember that the Cherry Creek Schools Foundation may be another source of funds – www.ccsdfoundation.org.

If you have any questions regarding the application process, please contact the PTCO Treasurer (treasurer@altitudeptco.com).

Thank you for your application!

Applicant name: _____

Grade/department: _____

Grant request title: _____

Date of request: _____

Amount requested: _____

Detailed description of request (**attach support to grant request, including shipping and taxes, if applicable**):

_____

_____

_____

_____

_____

_____

How will funds enhance or improve the education of our students?

_____

_____

_____

_____

_____

Is the request time sensitive? If yes, explain:

_____

_____

_____

Comments/additional information, if any:

_____

_____

_____

_____

_____ _____

Applicant's Signature **Principal's Signature**

PTCO USE ONLY

Board vote date _____

Result: ☐ Approved ☐ Declined ☐ More information needed

Amount approved _____