2009 Surplus Funds
Proposal Form

Overview

Peter Kirk PTSA Surplus funds are available as a result of the May 2008 Peter Kirk PTSA Auction. This money was raised to fund items, over several years, which are outside normal yearly PTSA operating budgets. A Surplus Committee has been formed to oversee the spending of these funds. Proposals that meet the criteria will be published for PTSA member review at least one week in advance of a vote at a General Membership meeting.

Criteria

- Need exists for the proposed item as confirmed by a "sponsor", either teacher, staff or PTSA member overseeing the item
- Alternate sources of funding are not available
- Benefits a wide percentage of the school population, therefore capital asset proposals are preferred over onetime expenses
- Cost estimate is provided and, if necessary, a plan for supplemental funding
- Meets city and school district guidelines and allowances
- Fulfills the PK mission of promoting the health, welfare, safety and education of all children.

Submission Deadline

- By December 11th for the January General Membership Meeting vote

Proposal Description, Justification and Staff or PTSA sponsor	Estimated Cost and Vendor
_____ _____ _____ _____ _____ _____ _____ _____ Your name, phone # and email address:_____	

Reminder: Please include necessary tax and shipping costs in your estimate.

Please submit proposal to PTSA mailbox outside the school office.