

Friends of Nantucket Public Schools

Trial Program Staff Initiated Funding Guidelines

Policy In an effort to responsibly and equitably disburse FONPS staff-initiated funding allotments, and to encourage and support staff involvement in this process, we have developed the following guidelines and procedures.

Procedure In order for a funding request to be submitted for payment to FONPS, the following procedures must be followed:

1. The FONPS Board will establish a funding allotment for each school and will notify the Principal and FONPS Faculty Representative accordingly.
2. Staff member requesting funding will complete the FONPS Funding Request Form and return form to Faculty Representative.
3. Faculty Representative will submit all funding requests to the Principal for inclusion in the Agenda at the next appropriate Staff Meeting.
Note: If there are any questions or concerns regarding a funding request, the Faculty Representative or Principal may defer the request to the FONPS Funding Committee* for review.
4. Funding requests will be presented at staff meeting for discussion and approval by faculty. Staff consensus must be reached for all requests to be approved. Faculty Representatives will report funding allotment balances at staff meetings.
5. Staff approved requests will be signed by Principal and submitted to the FONPS Office for payment.
6. Faculty Representatives will report approved funding requests at FONPS Board meetings.

*The Funding Committee will act in an advisory capacity to review funding guidelines, funding allotments, and end-of-year reports, as well as assist Faculty Representatives and Principals if necessary in reviewing funding requests.

**FRIENDS OF NANTUCKET PUBLIC SCHOOLS
STAFF-INITIATED FUNDING GUIDELINES**

Requests for grant money shall be considered on their merits, as well as with regard to available funds. As such, grants may be made in full, in part or withheld.

- Requests for new, innovative programs, events and trips are encouraged.
- Classroom libraries funded by the Friends **are to remain with the grade level.**
- A second request for the same program may be awarded up to 50% of the total cost of the program. A third request for the same program may be awarded up to 30% of the total cost of the program. **Exceptions to these guidelines should be reviewed and approved on a case-by-case basis.**
- Our funding policies stipulate that we do not fund:
 - Salaries
 - Professional development (including tuition, housing and transportation) and individual tuition or fees for programs beyond the school day.
(The FONPS Teacher/Coach Scholarship Fund is available to all staff for professional development/enrichment.)
 - Computers
 - Capital Expenditures