

## TARGETED FUNDS COMMITTEE - Procedures

### Creating the Target List

- An active PTO member and/or Winthrop educator will complete the Targeted Funds Worksheet and submit it to the Targeted Funds Committee after thorough research of the order
- The Targeted Funds Committee will review all Worksheets submitted on a monthly basis
- The Targeted Funds Committee will assist the originator, if needed, with additional research and due diligence.
- The Targeted Funds Committee will state their intention to recommend or reject each reviewed Worksheet at the next scheduled PTO meeting.
- The PTO will vote at each meeting to add or reject each Worksheet to the Target List

### Maintaining the Target List

- The PTO will vote to prioritize the initial Target List for each fiscal year in numeric order.
- All subsequent Worksheet approvals will be added to the bottom of the list in the order they are approved.
- Once a Worksheet Order has been completed (implemented and paid for) it will be removed from the list and each Worksheet below it will move up one spot.
- Items may be re-ranked on the Target List during the current fiscal year if the Targeted Funds Committee recommends the action AND the Executive Board votes to approve.
- Items may be removed from the Target List during the current fiscal year if the Targeted Funds Committee recommends the action AND the PTO votes to approve.

### Completing Targeted Funds Worksheet Orders

- The Executive Board must vote to complete (implement and pay for) each Worksheet Order.
- The Executive Board will vote on Worksheet Orders that are ranked numerically 1 through 10.
- The Executive Board will have the authority to approve Worksheets in varying rankings (e.g. Worksheet Order #7 could be approved prior to Worksheet Order #1) limited to 1 through 10.
- Once the Executive Board approves the Worksheet Order the assigned Targeted Funds Committee member will be responsible for facilitating implementation and staying within budget in conjunction with the Worksheet originator.

### Budget Items for the Target List

- The most recent Target List will be used in May/June of the fiscal year to budget for the subsequent fiscal year.
- The PTO should vote to prioritize the current fiscal year's Target List by the October meeting
- Funds used to complete items on the Target List can be obtained from, but are not limited to, Golf Tournament and Social, Ways and Means, Annual Member Contributions, Donations, Box Tops for Education, Target Rewards, Picture Day

### Targeted Funds Committee

- The Targeted Funds Committee will be made up a Chair and/or Co-Chair(s) and at least 2 additional members.
- The Committee will meet via person/phone/email as Worksheet Orders are submitted and a minimum of twice per fiscal year.
- The Committee will maintain the Target List and distribute at each PTO and Executive Board meeting.
- The Committee will ensure that each Worksheet Order is complete, researched and has Winthrop educator approval if necessary.
- The Committee will state their recommendation or rejection of each Worksheet Order to the PTO for vote