



Department of Education
Baguio City High School
PARENT-TEACHER ASSOCIATION, INC.

Participatory
Transparency
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Integrity

FINANCIAL REQUEST FORM

The Baguio City High School PTAI's mission is to engage, reconnect, and support students, their families, staff, and community. The PTA raises money to pay for events, activities, equipment, projects outside the school operating budget.

We want to ensure that PTA funds are allocated in the fairest way and that the process is as simple as possible. TO this end, we have created a Financial Request Form.

This form will be made available via the SPTAI Treasurer and can be requested through the SPTA clerks.

If you have an idea for an event, activity, equipment, or other projects which could be paid for by PTA funds to benefit the students, families, and/or staff of Baguio City High School, then the process is as follows:

- Complete a financial request form (following the guidance notes)
- Submit the form to the school principal for approval recommendation
- Submit it to the PTAI (directly to an executive board member, emailed to the PTAI official email address ptai.bchs846@gmail.com or submit form at the PTAI office no later than two weeks before the upcoming PTA regular meetings (1st Friday of the Month)
- For fund requests made by the grade level and/or special programs, the requests shall be first submitted to the GrPTA president for discussion with the GrPTA board before presenting it to the SPTA.
- All funds requests will be presented at the PTA regular meeting.
- The SPTA board will review the request, and if approved, move forward to vote on approving the funds.
- You will be requested to present your request and answer any questions from membership at that meeting and before the vote.
- If approved, the SPTA board will work with the requestor on the timeline to provide the funds.

Please speak to a member of the SPTA board if you have any questions about requesting PTA funds. Thank you again for your continued support.

The 2022-2023 BCHS-PTAI Board,

Bernard D. Briones, President
Flordeliza N. Lagera, Vice President
Jovelyn P. Lao-e, Treasurer

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GUIDELINES for PTA FINANCIAL REQUESTS:

The SPTA wants to ensure that funds are spent in an effective way that will benefit and support the students, employee, and school, as well as ensure that funds are spread equitably. We want the funding request process to be as simple as possible, and wish to make students, parents/guardians and staff aware of the following guidelines when applying for PTA funding.

Guidance on completing the financial request form:

Requested by	Person making the request and who they are (i.e.: Teacher/Staff/Parent)
Grade/Special Program/Org	What grade, special program, organization is requesting the funds
What are you requesting? And what is the cost?	A brief description of what you are wishing to use the funds for and the cost. Please include: <ul style="list-style-type: none"> Any supporting documents (i.e.: Project Proposal, Training Matrix, Quotation from multiple vendors/brands, discounts available, etc) Any ongoing costs, if applicable Amount requested from the PTA (whole or part of the cost)
Please describe the reason for your request for funds.	Why are you requesting these funds? What is the problem that you are trying to solve? (i.e: Sports facilities need to be replaced – worn out)
What are your goals with these funds? How does this goal align with the school's mission statement? And what are the impacts to students and the school if the funds are granted?	What are your goals if these funds are received? Does the goal align with the school's mission statement below? <i>Think, Achieve, Become.</i> We, as BCHS-PTAI, will THINK critically, to ACHIEVE academic excellence, and BECOME independent lifelong learners prepared to engage the world with empathy and integrity. How will the school and students be impacted if you receive these funds?
Will these funds impact the entire school, a specific class/grade level, and/or employee and students?	Do these funds impact one class or grade level? The full school? All employees?
What alternatives, including cost, have been considered if the funds are not provided? Or if funds granted are less than the original request?	Have you looked at alternatives for funding if the PTA cannot provide the funds? Is there an alternative solution to solve the problem? Can the project/program wait? Are there less expensive options to utilize?
Is there a deadline to receive the funds? What is the timeline to implement the project after funds are received? And will you need volunteers to help with the project?	Are the funds required by a particular date? What is your timeline for specific for spending the funds and implementing the project/program? Do you need volunteers to help after funds are received? (i.e.: someone to pick up materials, set-up a space, help with an event, etc.)

This form will be made available via the SPTA treasurer and/or PTA office. Each request will be discussed at the next PTA meeting and needs to be approved by the SPTA board via vote before funds are confirmed. If a funding request is declined or more information is needed before an approval, you will receive a reply with an explanation.

When a funding request has been accepted for a specific item, the PTA will work with the requester to issue the funds or make the purchases.

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After the implementation of the project, the fund requested should be liquidated and the liquidation report shall be submitted to the PTAI with original copies of receipts. The accomplishment report shall also be submitted as attached.

Additional notes:

The SPTA will keep a record of funds spent and will review their effectiveness over time to help make decisions about future funding applications. Each application will be considered on an individual basis, and successful applications should not be seen as setting a precedent.

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