

POINCIANA HIGH SCHOOL

SCHOOL ADVISORY COUNCIL

FUNDS REQUEST GUIDELINES

INTRODUCTION

Each year the Florida Department of Education may allocate state funds to the School Advisory Council (SAC) at a per pupil rate. The SAC has the responsibility of allocating the funds for implementing the School Improvement Plan (SIP).

In an effort to distribute SAC funds fairly and equitably in addressing the needs of Poinciana High School, the following **Funds Request Guidelines** were implemented by the School Advisory Council in September of 2022.

SAC FUNDING BASICS

The use of school improvement funds requires a vote by active members of SAC.

School Improvement funds can be requested by any school personnel (teachers, paraprofessionals, support staff, leadership, club sponsors, coaches), as well as parents or community members who actively participate in SAC, for the purpose of helping Poinciana High School reach its SIP goals.

SAC funds can be used to aid the school in a broad number of areas, but there are some restrictions. For example, SAC monies cannot be used for capital improvement projects. According to the Florida Department of Financial Services, questionable expenditures also include:

"candy, alcohol, banquets, decorations, greeting cards, gift cards, lobbying, personal cellular telephones, fundraising, promotional items, entertainment, meals (not in accordance with F.S.S. 12.061), flowers, refreshments, office parties, microwave ovens, refrigerators, coffee pots, portable heaters, and fans."

As a general rule, if the expense would not be allowed with regular school or district operating funds, then it would not be allowed with SAC funds. Expenditures also need to comply with Osceola School Board Rule 7.70, requiring written quotes from at least three vendors for all purchases \$3,000 or higher.

SAC membership reserves the right to approve full or partial funding, or to deny requests that do not meet stated goals.

ESTABLISHING THE SAC BUDGET

A financial report will be presented by the SAC Treasurer at the first official meeting of the school year. Once the budget is established, a vote will take place dividing the total amount as follows:

- One half of the SAC budget will be made available to address needs for first semester.
- The second half of the SAC budget will be made available for those school improvement activities occurring in the second semester.
- Any additional disbursements received within the school year will be equitably divided according to the procedure described above OR may be rolled over to the upcoming year.

This procedure ensures that school improvement funds are not depleted before addressing key needs that may occur later in the school year.

FUNDS REQUEST TIMELINE

The Funds Requests window will begin at the second official meeting of the school year, once the Principal has presented the School Improvement Plan goals to the membership. Requests for second semester funding can be presented beginning with the December SAC meeting. The request window will close in the spring in accordance with the school district cutoff date for purchase orders. (*Requests can be made for end-of-year school improvement needs, provided that the request is approved by the membership and the purchase order is submitted to the school bookkeeper before the district deadline.*)

All Funds Requests must be submitted at least seven (7) days prior to the SAC meeting. This gives the SAC board adequate time to review the request and give proper notice to the membership. Funds Requests must be emailed to both:

- SAC Chairperson PoincianaSAC@gmail.com
- Principal Jeffrey.Schwartz@osceolaschools.net

Requestors will receive an email acknowledgement with either a request for more information, or an invitation to present the request on a specific meeting night. Any request that is received less than one week prior to the SAC meeting will be reviewed for consideration for the next month's meeting agenda.

FUNDS REQUEST FORM

Funds Request forms must be filled out completely and accurately in order to be placed on the meeting agenda for a vote.

Funds Request forms must include the required supporting documentation attached (web or catalog page, price quotes from approved School District of Osceola County vendors, item quantity, photos, shipping costs, registration fees, etc.) for the School Bookkeeper at the time of submission.

The amount requested should be reasonable, based on the identified SIP goal, the long-term impact, and the number of stakeholders that will benefit from the use of funds. The committee has established the following tiers in order to support as many students' needs as possible.

\$500 or less club, classroom or group	\$1,000 or less grade level or department	\$1,500 or less entire student population
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Requestors are expected to appear in person to answer questions about the need and purpose for the funds and the relationship to the School Improvement Plan. Providing as much detailed information as possible helps SAC members understand how their vote impacts school improvement. Questions by the SAC committee might include:

- *How will this improve student achievement (state or district assessments, curriculum standards, goals)?*
- *How many students are benefiting from this expenditure?*
- *Which specific subgroup of students does this impact?*
- *How does this fit in with the current SIP (i.e. which specific SIP goal is being addressed)?*
- *Have other sources of funding been explored?*

SAC may not be able to approve funding for the full amount of the request. Therefore, requestors are encouraged to explore a variety of funding sources and vendors to determine the lowest price.

FREQUENCY AND TYPES OF REQUESTS

Requests should be timely enough to give members adequate time to review, detailed enough to minimize questions, and impactful enough to improve the learning environment and outcomes for as many students as possible.

SAC will not entertain duplicate or consecutive requests for the same group or activity. If monies are allocated in the first year, the requestor (individual, or group) must obtain outside funding prior to submitting a new Funds Request. Options can include fundraisers, outside donors, grants and more.

SAC funds must be used during the school year and for the purpose they were requested and approved.

RESULTS OF THE FUNDS REQUEST

After the presentation and discussion, a vote will take place resulting in one of the following outcomes.

APPROVED	<p>If the SAC committee approves the Funds Request, an email will be sent to the School Bookkeeper authorizing the release of funds.</p> <p>The SAC committee requests that promotional flyers, social media posts, or web content references the source of funding (ex. <i>This event was made possible using SAC funds.</i>).</p> <p>Following the approved activity, the requestor or a representative is expected to return to SAC to provide a recap on how the funds were used and whether the purpose assisted in meeting the school's improvement plan goals.</p> <p>If the approved funds have not been used for the intended purpose by the end of the school year in which they were requested, monies will be retained in the SAC budget and made available for future requestors.</p>
TABLED	<p>If a Funds Request is tabled due to incomplete details (vendor, pricing, etc.), it can be placed on the agenda for the next meeting to resolve the issue. If information is not provided at that time, the request will be denied.</p>
DENIED	<p>If a Funds Request is denied, all decisions by the SAC committee are final.</p>

WEBSITES FOR REFERENCE

Poinciana School Advisory Council Information <https://www.osceolaschools.net/Page/2781>

2023-2024 School Improvement Plan <https://www.floridacims.org/districts/osceola/schools/0841>

Office of School Improvement and District Accreditation <https://www.osceolaschools.net/Domain/150>

Florida Association of School Advisory Councils <http://florida-family.net/SAC/>

Florida State Statutes <http://www.leg.state.fl.us/Statutes/index.cfm>

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FUNDS REQUEST FORM

BEFORE YOU BEGIN: All **Funds Requests** must be submitted via email at least 7 days prior to the desired meeting to PoincianaSAC@gmail.com and Jeffrey.Schwartz@osceolaschools.net. All **Funds Requests** must be accompanied by a vendor's price quote with consideration to the most economical option. Upon the completion of the funded activity, requestor agrees to return to a future meeting to update the SAC committee on the outcome.

I have reviewed the accompanying **School Advisory Council Funds Request Guidelines** document to become familiar with the process for obtaining SAC funds.

Project Title _____	Group Name _____
Contact Name _____	Contact Email _____
Date Funds Needed By _____	Amount Requested \$ _____

What is the specific purpose of this request?

How is this request aligned to at least one of the current School Improvement Goals for PHS?

# of Students Involved	Subgroup Involved	# of Staff Involved	Cost Breakdown
Vendor Name	Item Quantity	Amount Raised	\$
Previously Funded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding Sources Used?	

For SAC Committee Use Only			
Submission Date / /	Presentation Date / /	Follow-up Date / /	
<input type="checkbox"/> Approved Amount: \$	<input type="checkbox"/> Tabled (return date _____) <input type="checkbox"/> Denied Reason:		
SAC Chairperson Signature _____		Principal Signature _____	