

GUIDELINES FOR PTFA DONATIONS

Requests from Individual Teachers, Departments or Groups of Students

These can be for large or small groups of students or departments to benefit them with their work or surroundings. Requests should include the donation required and a breakdown of costs.

We should not pay for items which should be funded from the educational budget of the school e.g. textbooks or exam fees, BUT additional computers or individual textbooks are acceptable.

Requests from Individual Students

If these are for the student to work with a charity to benefit others and not just themselves, they are generally agreed to.

However, if the student is requesting money to fund a trip, project or sporting interest for themselves, we should ensure that their request also gives details as to how they can give something back to the school to merit the donation. For this type of donation we should be aware of repeated requests.

We do not give donations to fund extra educational requirements of individual students.

Emergency Requests

For donations required before the next meeting, up to £250.00 can be agreed between the Chairman, Treasurer and one other member of the Committee.

Previously we have Paid For

- Library furniture – chairs/carousels
- Computers – for various departments
- Photographic equipment
- Pictures – informative & decorative
- Careers advice books
- DVD's
- Contributions to school discos
- Reward scheme
- Minibus
- Virtual baby
- Sewing machine feet

This list is not exhaustive

THESE GUIDELINES ARE REVIEWED ANNUALLY