

# John XXIII College Parents' Association (PA)

## Guidelines, Process and Template for Funding Proposals

**Guidelines** to have a funding proposal presented to the PA meeting for voting upon:

- A. Meets the objectives of the Association by promoting social interaction, or providing material assistance to the College (as per the objectives of the Association)
- B. The proposed funding results in an Identifiable asset or event which can be labeled or publicized as having been funded by the PA
- C. The asset becomes a College asset, not a PA asset; or the event is run by the College, not the PA
- D. Generally well within the annual funding resources of the PA (about \$50,000). For very worth-while purposes, the PA will consider an item which will require contributions over multiple years
- E. Either benefits students in all years, or if only specific years then supports previously neglected years to maintain a balance of benefit
- F. Has the support of the staff at the College who will store/manage/maintain the asset; or be involved in running the event
- G. Is value for money (ie competitive quotes were obtained; the cost proposed is an appropriate price for the goods/services)
- H. Has the support of the PA committee
- I. Has the support of the College Principal

### **Process:**

- 1 Proposer approaches PA committee with an idea for something the PA could fund
- 2 The committee provides these guidelines and template to be completed by the proposer . Once filled out, it is returned to the committee.
- 3 The committee checks the proposal to see if it meets PA guidelines. The proposal could be returned to the proposer if further detail required.
- 4 The PA committee sends the proposal to the College Principal cc the Business Manager for review and approval.
- 5 If approved, a notice is added to the Family Newsletter at least 1 week before the PA general meeting advising parents that the proposal will be voted on at the next meeting. An item is added to the meeting agenda.
- 6 A copy of the proposal is circulated. The proposer is given an opportunity to speak on behalf of the proposal, and there will an opportunity for people to speak against and/or questions.
- 7 A vote is taken by the PA members attending the meeting on whether the PA wishes to fund the proposal. The outcome is minuted.
- 8 An organizer is appointed who starts and runs the project to acquire the asset/run the event
- 9 The PA Treasurer asks the College Business Manager to transfer funds from the PA account to the appropriate supplier when settlement is required
- 10 The proposer or committee report at the next PA meeting on the outcome of the funding ensures that the asset is labeled with a notice identifying it as PA funded.
- 11 A note is added to a Family newsletter announcing the outcome

**To be completed by Proposer:**

Title of funding proposal	
Proposer's Name	
Date	
Description of Asset/Event to be purchased/supported Attach further information if required	
How does the proposal support the objectives of the Association (see guideline A)	
Can the item be labelled as a PA asset/event? If yes, then how?	
Will the College own the asset or run the event?	
What is the capital investment required (ie cost) Attach quote/estimate documentation.	
What is the annual maintenance cost?	
Which student years will benefit?	
In the case of an asset, which College staff will be involved in managing and/or maintaining the asset? In the case of an event, which College staff will be involved in the running (if any)?	
Has the above-mentioned College staff agreed to manage/run the item? Please attach correspondence.	
How has the value-for-money guideline been met? (eg preferred supplier, three quotes etc)	
What other considerations should the PA be aware of?	

**To be completed by the PA committee before presentation to PA for voting:**

Name of committee member assessing this proposal	
Have guidelines been adequately met? If some guidelines have not been met, describe which ones and why they can be varied (if at all) for this proposal	
Has this proposal been circulated around the committee? How many committee members were available to review?	
How many support this proposal?	
Does the College Principal support this proposal? Attached correspondence.	

**Voting:**

All attachments in order: Quotes and estimates College staff correspondence College Principal's review	
Date of publicity in the Family Newsletter	
Placed on agenda for next PA meeting?	
Date presented at PA meeting	
Result of vote	
If successful, date of announcement in Newsletter	

**Execution:**

Correspondence from the PA Committee to the College Business Manager confirming results of the vote	
Name of person/organiser to project manage acquisition or run the event	
What/where was the labelling/publicity identifying the PA as the funder?	
Date the final report was placed in the Newsletter	