

Black Diamond PTO

Standing Rules



1. Mini-Grants

- Applications must be submitted to the Board at least 3 days before a membership meeting. Applications submitted later may be deferred to the following month.
- Eligible applicants include all current Black Diamond Elementary staff (teachers, paraprofessionals, specialists such as LAP, Speech, OT, counseling, and office staff).
- Requests should directly benefit an entire grade level, service program, or the school as a whole, and should focus on academics or student enrichment.
- Final approval rests with the membership, who may approve or deny any request for any reason.
- It is strongly recommended that the requester (or a representative) attend the meeting. A PTO Board member may present on their behalf if needed.
- Any reusable items purchased belong to the PTO and remain with the school if a staff member leaves.

2. Teacher/Staff Reimbursements

- Each teacher is eligible for reimbursement up to \$100 per school year.
- Reimbursements must be for items or materials that support student learning or classroom needs. Gift cards, staff gifts, or personal items are not eligible.
- Principal allowance may be used for school-wide needs, academic programs, or student experiences, and items for staff usage.
- Reimbursements must be submitted with original receipts within 30 days of purchase and no later than June 1.
- Reimbursements will be issued by check or via PTO direct purchase. Digital payment apps (Venmo, CashApp, etc.) will not be used.
- Unused reimbursement funds do not roll over.

3. Events

- Event chairs must provide a preliminary outline of plans and anticipated purchases at least one membership meeting prior to the event.
- All purchases must align with the approved budget. Expenses beyond budget must have prior Board approval.
- No committee chair or member may obligate the PTO financially without Board approval.
- Only elected officers may sign contracts.

4. Purchasing & Financial Procedures

- All purchases must fall within approved budget categories or have prior Board approval.
- Debit card purchases must follow the same receipt rules as reimbursements (30 days, June 1 cutoff).
- Purchases from businesses owned by PTO members or officers must follow the Conflict of Interest policy in the bylaws and be approved by membership vote.

5. Voting & Communication

- Membership votes may be held in person or electronically, and remain open for at least 24 hours after a meeting.
- Meeting agendas should be shared with board members at least 3 days prior to membership meetings when possible.