

Hinsdale Middle School PTO Executive Board Guidelines for use of Jimmy McCarthy Angel Fund

At our October PTO meeting we had a discussion regarding how the HMS PTO Executive Board acknowledges special occasions for HMS Staff. We (Annette and Janet) reviewed our financial records from the past five years to determine the history of gift giving at HMS. Based on our findings we identified a lack of consistency in what was given to HMS Staff. This prompted concern and a need for a written document that all Executive Boards can follow over the years to come. Our purpose is to treat each HMS member equally based upon on the reason for a gift. With this being said we created three specific categories that describe events that warrant gift giving. In each of these areas we defined guidelines for gift giving and who is responsible for the task. At this time money has been used from a variety of line items for purchasing gifts, giving donations and buying cards, stamps etc... For that reason we will need to clarify what line item is used for what purpose (i.e., the Gifts Given Budget vs. the Administration Budget). Redefining our PTO guidelines, creating a purpose for how we are spending and adjusting our budget will simplify the act of gift giving and will establish consistency on how we acknowledge special occasions for HMS Staff.

HINSDALE MIDDLE SCHOOL PTO EXECUTIVE BOARD
Guidelines for Jimmy McCarthy Angel Fund

Introduction

The HMS PTO Executive Board has established guidelines to spend monies from the Jimmy McCarthy Angel Fund budget line. The purpose of this budget line is to allow the PTO to help our HMS fee-waiver students and their families in small but meaningful ways.

Jimmy McCarthy Angel Fund
Past/current uses

Supplies

Provide a variety of supplies to help students and their families feel prepared and ready for school.

PTO Dues/Directory

- Waive PTO dues and provide each family with 1 school directory.

School Supplies

- Buy supplies and combine with collected/recycled items to create supply "kits".

FCS Class Supplies

- Reimburse FCS teacher for supplies needed by 7th/8th grade FCS students.

8th Grade Events

Provide special end-of-year supplies for graduating 8th graders.

- Caps & Gowns
- Yearbooks
- Senior Class T-Shirts

Cash for Field Trips

Provide a small amount of cash to fee-waiver students so that they may buy their lunches on field trips as their peers do.

7th Grade

- \$20 per student for lunch at Six Flags Great America in June.

8th Grade

- \$20 per student for extra food/lunch on Washington DC trip.
- Cash for special lunch for students who cannot attend Washington DC trip.

Other

- \$20 per student for extra food/lunch on Disney/Branson music trip