

Adopted June 20, 2012

**FRIENDS of SCHOOL OF THE ARTS
ALLOCATION POLICIES & PROCEDURES**

The Allocations Committee of Friends of School of the Arts is charged with the responsibility to review the funding requests that are forwarded to the Committee by members of the school community. The Committee represents the Board of Directors by establishing clear criteria and procedures for the disbursement of funds and seeing to it that all approved funding applications meet said criteria.

Funding Criteria:

1. Requests shall be consistent with the mission of Friends of SOTA:

Friends of School of the Arts is a charitable organization that provides financial support and guidance to promote the academic, artistic, and humanistic success of School of the Arts students.

2. Requests shall be consistent with legal statutes for a 501(c)3 organization.
3. The Allocations Committee can authorize expenditures only up to available fund limits. Finance Committee provides a detailed report of available funding on a monthly basis. Appropriate donor designated/restricted funds shall be utilized first. Any allocations recommended from unrestricted funds required the approval of the Finance Committee.
4. Funds should serve as wide a population as possible. Grants affecting the greatest numbers of students will take precedence over grants affecting very few students.

Examples of applications likely to receive funding:

- Master classes, assembly programs and residencies *which support SOTA's curriculum.*
 - Student awards and scholarships.
 - Transportation to arts competitions.
 - Science projects and related equipment.
 - Food baskets for needy SOTA families.
 - College visits.
 - Career days.
5. Students are expected to contribute to the funding of special programs, with a modest contribution or through fund raising activity.
 6. Emergency allocations are available on an as-needed basis, with the intent that all other requests go through the normal review process. Emergencies will include:
 - a maximum of \$200 for student clothing with the check paid to the social worker and clothing receipts provided to Friends along with the return of any change.
 - a guideline maximum of \$100 for rent or utilities for the students' family residence which is paid directly to the company (i.e., RG&E).

These emergency requests will have standing approval.

All emergency requests are confidential. Any copies of emergency requests distributed to committee members shall have the student's name redacted.

7. Examples of applications **not** likely to receive funding:
 - Requests for general supplies.
 - Individual student requests for private programs/camps/classes.
 - Programs that do not support SOTA's curriculum.
 - Frivolous requests.
 - Requests that are covered by another source of funding: i.e. RCSD, department budgets.
8. The Allocations Committee has the right to review extenuating circumstances and make additional recommendations to the Board.

Funding Review Process:

1. Funds may only be requested by a SOTA faculty member.
2. Friends require all requests for funds be researched through other sources, i.e. RCSD, department accounts, and fundraising before approaching Friends. We anticipate a high volume of requests and would like to fund as many as possible. The requestor's research and input will help.
3. The requestor should ensure that there is ample time for the request to be reviewed. It is recommended that requests be submitted at least 2 months prior to the need date.
4. Obtain a funding application from the Friends of SOTA Office.
5. Submit the completed application to Friends' Board President or Allocations Committee Chair by placing in Friends of SOTA mailbox or e mailing to eascardino@gmail.com
6. The application will be reviewed by the Principal to ensure there are no other funding sources available for the request. Requests that are not aligned with the SOTA curriculum may be reviewed by the Allocations Committee but will likely be declined.
7. Once approved by the Principal the request will be forwarded to the Allocations Committee.
8. The Allocations Committee will review pending requests at their monthly meeting. All allocation requests must be approved by a simple majority of the voting committee members.
9. A copy of each approval, along with applicable rationale, is sent to the Board President and the requestor on the date of approval by the committee chair or designee.
10. Under no circumstances will Friends of SOTA be responsible for financial commitments made prior to approval of the allocation request.
11. In the case where a request is denied by the Committee, a notice with the rationale for denial will be sent to the requestor by the Committee Chair or designee.
12. Allocation checks will be cut by the date needed, please indicate the need by date on the request form.
13. When emergency funds are needed or lead time is such that the request cannot go through the normal review process, the Allocations Committee Chair will e-mail the Allocations Committee members to secure a vote within 48 hours. The President may also provide approval in the absence of a committee vote.
14. **SOTA staff shall obtain feedback and/or acknowledgement of the funds received from the student(s) (letters, surveys, comments, photos, etc.) and send it to the Friends Office.**