

Kahlil Gibran Enrichment Process Guidelines

The Kahlil Gibran PTA is providing the following guidance to Administration in order to help us better partner to bring the best enrichment opportunities to our students. Enrichment can either be brought inside or planned as field trips. The PTA is also available to help you with suggestions to bring activities into the school if a field trip is not a preferred option.

Process:

1. Please leave the completed Enrichment proposal forms in the inbox located in the Main Office for Mrs. LaBanca's review.
2. After Mrs. LaBanca approves, the Enrichment Committee (or in the event one is not established), the Executive Board Officers will collect and review all requests, confirm pricing and discuss options (such as suggestions for additional discounts and/or potential barriers) with Administration.
3. The proposal will be reviewed with the General Membership for discussion, and the Enrichment Committee (or Executive Board Officers) will vote whether to approve the proposal at the PTA meeting that immediately follows submission of the proposal.

Helpful Tips:

- Be sure the proposal is as specific as possible regarding where the PTA funding will be allocated. This is especially important for multipart trips/when only partial funding is being used. If PTA funding is covering the cost of the entire enrichment activity or event, please indicate so. In addition, the PTA is not allowed to cover funding for transportation and cannot be built into the total cost of the trip.
- An invoice or quote needs to be provided from the vendor/location providing the program. Payments will then be made directly to the vendor/location from the Kahlil Gibran PTA. Please note that the PTA cannot refund teachers directly.

Timeline:

School year 24/25- *this process is in place as the school year has already started*

Forms should be submitted as far in advance of the program as possible. Minimum of 1 week prior to the PTA meeting that proceeds the program date. Please note that while 1 week prior to the meeting is the minimum, we strongly recommend submitting proposals as soon as possible to address any concerns prior to the proposal being presented to the general membership. The final date for proposals to be submitted will April 11, 2025.

***School year 25/26 forward-**

Proposals should be submitted from September to October. This will be to ensure that proper fundraising is in place to support the costs of all requests. Proposals submitted November 1- March 31 can only be approved if the funding needed is available.

Cost

Cost will be reviewed and the PTA will advise if the total cost can or cannot be covered. If the total cost cannot be covered, partial funding will be provided. Please note that the amount covered is contingent on the success of our fundraisers which can be unpredictable.

The PTA is a 501-C3 and is eligible for tax free estimates. In addition, the PTA cannot cover the costs of transportation or chaperones.

We are putting our best efforts into finding the most creative and profitable fundraising initiatives. As always, we appreciate the support of our teachers encouraging families in all of our fundraising efforts.

Equity

PTA is for ALL children. To ensure that all students are able to take advantage of an enrichment program, 90% of the class must be able to participate in the program for it to be approved.