



Program Goal/Purpose

The Supply Request Program was established to enable teachers to request funding for needed classroom materials which will help to ensure students/classrooms are set up for success.

Program Funding

The Supply Request Program will be funded primarily through passive fundraising programs, which may include:

- Scripp
- Box Tops for Education
- AmazonSmile

As additional passive fundraising programs are identified and implemented, this document will be updated and the information will be shared with CMS administration, PSO membership, and CMS staff. When other fundraising efforts allow, additional funding may be allocated to the Supply Request Program.

Program Qualifiers

Any CMS teacher may submit a request via the online request form available on the Parent Organization page on the CMS website <http://www.isd12.org/schools/junior-high-schools/centennial-middle-school/cms-parent-support-organization> or on the CMS PSO website <http://cmspsowebly.com/documents.html>.

Any CMS Teacher may submit a supply request form for consideration. For the current school year, the Minimum budget allocated for the Supply Request Program is \$1,000.

- The maximum request per teacher for 2016-2017 is \$50.00.
- Each teacher may make multiple requests.
- Requests are considered and reviewed as they are received – first come first served.

If additional funding is allocated this document will be revised and the information will be with CMS administration, PSO membership, and CMS staff. Future years may hold different dollar and number of request standards.

Included Materials

Categories covered by the Supply Request Program include:

- General school supplies – any item listed on the school supply document distributed to students; other required items needed during the school year to perform class requirements.
 - Items being purchased by teachers as out of pocket expenses most likely qualify under this program.
- Supplemental supplies – community type items including hand sanitizer, wipes, Kleenex, etc...
 - Items being purchased by teachers as out of pocket expenses most likely qualify under this program.
- Motivation/incentive/reward items – items to reward or incent students including candy, class treat, etc...
 - Items being purchased by teachers as out of pocket expenses most likely qualify under this program.

Request Process

Requests are submitted electronically via the Supply Request Form found on the CMS PSO Website (documents page) or the Parent Organization page on the CMS website.

- The teacher completes and submits the electronic form by the 15th of each month (see image of form on below and on following page).
- Forms are reviewed on a monthly basis by the CMS PSO Board using these guidelines along with the available budget.
- Dependent on number of forms and purpose requests will be approved or denied accordingly.
- Questionable items may be forwarded to administration for clarification prior to approval or denial
- Teacher is notified of decision by the first of each month.
- Approvals may be fulfilled via gift card or check by the 15th of each month to the teacher's mailbox.
- Teachers submit supply request receipts to the CMS PSO Treasurer, via the PSO mailbox by the end of the month of the request approval. (i.e. request approved January 1st, receipts submitted by January 31st.
 - Receipts, P.O.s, or other form of purchase documentation will be accepted.

Questions regarding this program may be submitted to centennialmiddleschool.pso@gmail.com
This program document is available at www.cmspsoweebly.com/documents