



ZAHS PTO

How to Request Funds and Fundraising Rules for Camp Zama

Requests for Funds

Persons requesting funds should be present at the PTO meeting to answer any questions that may arise concerning the request OR contact Carmen Middleton, Teacher Representative to the PTO to present the request in your behalf. The form, **Reimbursement/Fund Request** may be obtained on the school website under PTO and then emailed to us at zahspto@gmail.com prior to the next scheduled PTO meeting (date advertised on the school website).

- It is recommended that all individuals requesting funds be PTO members
- All requests for funds are voted on at PTO meetings by voting members of the PTO
- The PTO treasurer will neither approve nor promise approval of funds via email

Requests for Reimbursement

Persons requesting reimbursement should be present at the PTO meeting to answer any questions that may arise concerning the request OR contact Carmen Middleton, Teacher Representative to the PTO to present the request in your behalf. It's best if the PTO has prior knowledge to ensure availability of funds. The form, **Reimbursement/Fund Request** may be obtained on the school website under PTO and emailed to us at zahspto@gmail.com prior to the next scheduled PTO meeting (date advertised on the school website).

- Requests for reimbursements should be submitted to the PTO treasurer within 14 days of purchase
- All requests for reimbursement are voted on at PTO meetings by voting members of the PTO

- Only reimbursable items should be listed on the receipt. No personal purchases should be listed on the reimbursement receipt

ZAHS PTO Concession Stands

PTO sponsored concession stands offer high school sanctioned organizations the opportunity to earn 25% of the total profits at one event

- A minimum of 4 people from the school sanctioned organization (3 students 1 sponsor) must work the entire event
- Students or sponsors who leave the event prematurely will disqualify the organization sponsoring the event
- Only one school sanctioned organization is allowed to qualify for funds per event
- Other responsibilities: the school sanctioned organization is required to police the entire event site for trash

Please contact us at zahspto@gmail.com to schedule a date for your organization.

Fundraising

- The Principal, AAFES and MWR approval required at least one week in advance for on campus or off campus fundraising events during non-school hours
- The school sanctioned organization sponsor must complete the Request to Engage in Fundraising Activity on USAG-J. Please contact us at zahspto@gmail.com and our Fundraising P.O.C. will be in touch with you to fill out the proper paperwork.
- 10 day notice must be given to the PTO prior to fundraisers such as car washes or bake sales (per MWR) AND one person with a Food Handler's Permit must be present when selling food
- 65 day notice must be given to the PTO prior to special events such as a Cherry Blossom or Music Festival
- 35 day notice must be given to the PTO prior to all other events