Guild Spending Guidelines for Teachers

2024-2025 School Year

The following guidelines should be remembered when requesting money from the Guild. These are guidelines only and may be changed by a Guild membership vote. The Guild is made up of volunteers; the memberships may change often.

Our children's education is the Guild's #1 priority. We hope that the Guild can be a source of positive assistance and support to you all throughout the school year.

1. To retain our non-profit status, we are required to have **original receipts** for all money spent. There are strict rules for non-profit groups that we must abide by.
2. The Teacher Classroom Reimbursement Form must be filled out completely including necessary signatures & documents before being presented to the Guild Treasurer. **The Teacher Classroom Reimbursement form is on the reverse side of this guideline sheet*. *Copies of the "TCR" form are always kept in the School Office.*
3. If requesting the Guild to make a purchase on your behalf or reimbursement not related to TCR funds, please use the "Guild Purchase Request" Form. *W*e ask that you submit at least 2 to 3 different quotes for all fund requests made for other than TCR money. **Copies of Guild Request Forms are always kept in the School Office.*
4. On-going totals (per teacher) will be kept. TCR money is provided to each teacher in the amount of $200 (subject to change each school year).
5. With #4 in mind: It is imperative that all teachers contribute in some way to the Spring Fling. *Most* of our money is raised in that one day. We need all staff to participate to make it a total success. The more successful the Spring Fling is, the more support we can give our teachers and school.
6. TCR money is to be used for anything that the District won't pay for: i.e. disposable items (stickers, pencils, bulletin board supplies, incentives, good behavior rewards).

Teachers and staff are encouraged to attend our monthly meetings and bring any ideas/requests that they feel would be a good investment in our children's education.

Thank you!

ALTS Teacher Classroom Reimbursement (TCR) Form

Date: _____

Teacher/Staff Name: _____ Phone Extension: _____

See original receipts attached:

Store name	Amount
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

TOTAL AMOUNT REQUESTED* $_____

Notes to Guild concerning this request:

_____

_____

_____

*If the amount listed here exceeds your available funds, we will hold your request until the next available meeting where we can vote on paying the full amount. If you list only the amount of funding you have available (up to $200), we will not need to vote and your reimbursement can be processed. Amount requested cannot be greater than the total of all receipts submitted.

For Guild use only

Date this request was received by Guild Treasurer: ___/___/___

Has this person already received TCR fund this school year? (Y / N)

If Yes, what amount has already been paid (prior to this request) $_____
On what date was the previous payment made ___/___/___
Previous payment Check #_____

Amount Paid for this request $_____

Paid by: _____ Signature: _____ Date: ___/___/___
(Please print complete name)

Amount paid this school year (after this request) $_____