

PTO Guidelines for Allocation of Funds

These guidelines provide a clear overview of the usage of PTO funds for the school community, as well as the rules that it has to comply as per PTO By-Laws, established procedures and/or management directives prior to the release of the funds. The projects we support aim to complement and/or extend the curriculum and service learning at the FIS, and to strengthen the school's relationship with the local community. The amounts granted to the different projects are at the discretion of the PTO Board and subject to availability of funds. All amounts granted require a majority vote as per PTO By-laws.

There are four categories to which the funds can be allocated: **PTO Events**, **FIS Educational Projects**, **Local Projects** and **Global Projects** (see below for details).

Category	Project	Description	Comments
PTO Events	New Parents & Students Welcome Afternoon, Welcome Back BBQ, welcome and/or farewell gifts to staff, St. Martin, Fasching, support for the Graduating Class, Flea Market, International Spring Fair. Each year the PTO will encourage one celebration typical of one of the nationalities represented at FIS, such as the Diwali Festival.	Annual events that are for the benefit of students and/or the community. Many of these events have also become a tradition at the FIS.	Most of these events are PTO initiated and funded. Others are initiated and mainly funded by the respective Student Councils, PTO Committees or student groups (Green Club, CAS, Bookbridge), with endorsement and/or partial financial support from PTO. *(1)
FIS Educational Projects	Author Visits	Authors are invited by the library team which collaborates with various departments to ensure that the widest possible audience benefits from these visits during the school day and, whenever possible, with evening performances for the whole FIS community. These visits from authors, poets, illustrators and storytellers have a long- lasting effect on the students and parents.	Annual contribution from PTO. Library-initiated and beneficial for students throughout the school (EY to HS).

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	Design Technology	Projects that strengthen and extend the curriculum by introducing modern technologies to students and allowing them to tinker and create through hands-on experience.	Last year the school and the PTO initiated Lego Robotics. This type of technology-oriented project continues to be a key focus of PTO support.
	Miscellaneous projects	Projects that are initiated and carried out by a specific school department or FIS student group, or projects suggested to or by the PTO for a specific purpose that will ultimately benefit the students; in line with the mission and vision of the FIS.	All projects involving a school department can only be funded upon previous approval of the SLT, followed by approval by a majority vote from the PTO Board.
	Sports Department	Events hosted by the PTO Booster Club e.g. hospitality at inter-school sport events.	Usage of the funds can only be approved and released by the PTO Board on previous SLT approval. The intention is that funds raised by the Booster Club are for Sports Department-related expenditure, and that additional funds can be requested from the PTO if needed.
Local Projects	An example is support for a welfare organization	PTO and/or school-initiated project within the local community or Germany at large; aligns with service learning at a 'local' level. Aim is to involve all students as much as possible, in coordination with relevant principals / staff. *(2)	One time support or continuous support. Support is extended beyond one year, if warranted, or switched to a different project. Research is done to identify the most suitable one, in consultation with the management.

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Global Projects	Examples are 'child sponsorship' and 'Bookbridge'	PTO and/or school-initiated project at the international level; aligns with service learning at a 'global' level. Aim is to involve all students as much as possible, in coordination with relevant principals /staff. *(2)	Support for a designated child (e.g. meals, health, education, clothing) via a specific international organization, or an international project like Bookbridge. Research is done to identify the most appropriate organization, in consultation with the management.
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*(1) For all funds that are meant to be a donation for external entities, such as WWF, World Vision etc., and not within the FIS, the following directives apply:

- The objective of the fundraising has to be clearly communicated before the event. The fundraising group (Green Club, CAS, etc.) will cover any costs that arise (i.e. 11 ct/viewer, food/drinks they decide to sell, etc.).
- The donation will be transferred through the respective cost centers (e.g. PTO, CAS, Green Club etc.), thus ensuring consistency, transparency and the possibility of follow up if questions arise from the community. This is also in line with the CAS Guidelines. The PTO, as referred to in the CAS Guidelines "Fundraising at the FIS" (<http://the-fis.de/high-school/>, under "Documents"), can assist the responsible adult by collecting the funds raised at the event and giving them to the designated FIS accountant, if the responsible adult cannot do it on the next possible working day.

All funds collected by the fundraising groups (CAS, Bookbridge, Green Club, World Challenge, etc.), either at PTO--initiated events or with the support of the PTO, will be administered by the relevant group, according to the CAS Guidelines "Fundraising at the FIS" (<http://the-fis.de/high-school/>, under "Documents"). Each of these groups is responsible for fulfilling the objectives of their activities.

*(2) The Christmas Market is the platform for students and/or parents who wish to do fundraising either for their own purposes or to donate to specific organizations. In case a FIS student is raising funds at any event within the school and/or at PTO events for an external organization, the funds will be transferred via cost centers, as explained in the CAS Guidelines "Fundraising at the FIS" (<http://the-fis.de/high-school/>, under "Documents").