

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 Event, welcome and/or farewell gifts to staff, St. Martin, Fasching, support for the Graduating Class, FIS International 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. Some events are fundraisers, most of the events are PTO initiated and funded, e.g. activities and workshops throughout the year, Coffee Mornings, St. Nikolaus, fruit at Sports Day, Staff Appreciation Brunch, etc.	The PTO encourages all parents, students and staff to support these events with their time, ideas, donations etc. *(1) All major events are organized in joint effort with the school, e.g. new parents and students Welcome Afternoon, Welcome Back Event, Christmas Market *(2), St. Martin, FIS IF.
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.
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.
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.	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) The PTO offers all FIS Students the opportunity to get involved in all PTO events by helping where needed, in many ways: raising funds, making posters, organizing, selling, being creative and offering an activity at the event among others. This is a good opportunity to get prepared and/or for doing the Service Learning activities, which are part of the curriculum at the FIS. Each student or group of students is responsible for fulfilling the objective of their activities. All funds raised at PTO events go to the PTO account.

*(2) The Christmas Market is the platform for students to fundraise in parallel with the PTO for their own causes. In case a FIS student is raising funds at any event within the school, the funds will be transferred via cost centers, as explained in the CAS Guidelines "[Fundraising at the FIS](#)".