

Funding Policy & Procedure

The Desert Marigold Parent Council prides itself on the support it provides to the community on all levels. In accordance with the Parent Council mission, it is the intention of the Council that all funds are used responsibly and allocated with integrity and fairness to assist and support where most needed in the community.

Funding/Allocation for Collegium and Administrative Requests:

- The Collegium and Administration submit a Funding Request to Parent Council by March 31st.
- The portion allocated to each category is determined by vote at the May meeting of Parent Council.
- It is recognized that it is the responsibility of the Collegium and Administrative Director to discern and monitor the allocation of those specific funds. The allocations are determined by the Collegium and the Administrative Director; in collaboration with the Parent Council Treasurer, who serves as a liaison to this fund.
- The Parent Council Treasurer will provide regular financial reports on this fund and a brief description of the utilization of funds.

Stipulations:

- In the event of special circumstances (training limitations, schedule conflicts, termination of employment) it is the responsibility of the individual to notify and communicate with the Collegium, Administrative Director and Parent Council Treasurer to reach a solution on a case by case basis.
- In the event of a separation occurring where PC Funds would not be used to the benefit of DMS, it is the responsibility of the individual to notify and communicate with the Collegium, Administrative Director and Parent Council Treasurer to reach a solution on a case by case basis.

Funding/Allocation for Parent Council and General Requests:

Parent Council determines where to allocate the remainder of the funds it has raised. An annual budget is created to help allocate and distribute those funds. The budget reflects the priorities and annual goals of the membership in support of the Parent Council mission.

- Members may submit a Funding Request Form to Parent Council by March 31st.
- Requests will be considered and submitted to vote at the May PC meeting.
- Funding allotments will be determined by Parent Council.