

## **Villa Parent Association “Gift to School” Guidelines & Procedures**

The Villa Parent Association would like to present Villa Academy with an annual “Gift to School.” Each year, the Villa Parent Association raises money to award grants to the faculty and staff in the fall. In addition, the Villa Parent Association grants a spring “gift to school,” which considers ideas generated by all Villa constituents and benefits the Villa community.

### **C**onsiderations

The idea for the “Gift to School” can come from any Villa community member-- faculty, staff, student, parent, guardian or trustee. To ensure that funds are directed toward efforts that will benefit the school, the Villa Parent Association has developed a set of considerations by which gift requests will be evaluated:

- Proposals that impact the most students may carry more weight.
- Ideas that enhance the school facility for the benefit of faculty, students and parents will be considered.
- Proposals that support the Cabrinian tradition of addressing both hearts and minds, together, may carry more weight.

### **P**rocess

The process for the “Gift to School” is intended to encourage thoughtful requests from any Villa community member, and to consider these submissions in a respectful and timely manner.

- The budget for “Gift to School” will be determined by the Villa Parent Association.
- The Grant Chair will solicit ideas from faculty, staff, parents, and the student council.
- To submit an idea, the requestor fills out a “Gift to School” Request at anytime during the school year and submits it to the Grant Chair.
- A Faculty / Staff Grant Request from the fall grant cycle can become eligible for the spring “Gift to School,” based on the discretion of the Grant Committee.
- Copies of all gift requests are sent to the Head of School, and a meeting to review the requests is scheduled before the Villa Parent Association Board reviews the requests.
- All gift requests are reviewed by the Villa Parent Association Board.
- The “Gift to School” slate will be selected by the Villa Parent Association Board before the May Parent Association Meeting and presented for ratification at the May meeting or a prior month’s meeting.
- Funds must be spent by June 30 of the following school year, (approximately 12 months from the gift date.) Unused funds revert to the Villa Parent Association general account.
- The Grant Chair will update “Gift to School” guidelines as approved by the Villa Parent Association Board.