

BMS-PTA 2016-2017 Enrichment Resource Fund (ERF) Program Guidelines

PURPOSE: The ERF program is a student enrichment program; funds should be relevant to the subject area. This program is intended to provide general enhancements which may not otherwise be possible through the school budget.

ERF ALLOWANCE: Up to \$150 per Full-Time teacher and \$50 per Part-Time teacher.

ERF BUDGET: The total ERF budget for 2015-2016 is \$5,500. Requests for ERF reimbursements will be on a first-come, first-served basis until the budgeted amount of \$5,500 is depleted.

ERF REIMBURSEMENT DEADLINE: Please submit original receipts by Friday May 20, 2017 - the earlier, the better!

TAX EXEMPTION: Where possible and when accepted by the vendor, please use the PTA's Tax Exempt Permit when making a purchase (Tax exempt permit number is: E11363). A copy of the Tax Exempt Permit is below and can also be found in the Treasurer's folder in the blue PTA box in the Main Office mail room.

ERF REIMBURSEMENT: To claim your ERF reimbursement, please submit a completed "ERF Reimbursement Form" and place in the PTA Treasurer's folder in the blue PTA box located in the Main Office mail room. Please submit your reimbursement form ASAP so the PTA can maintain an accurate balance throughout the year.

ERF QUESTIONS: If you have a question whether your expenditure falls within the ERF criteria please contact the PTA Treasurer, *Jennifer Vandis* at jvandis@optonline.net in advance of the purchase.

ERFs FOR TECHNOLOGY: The PTA has been asked by the Westport Public School District (WPSD) to refrain from purchasing technology (hardware or software), which may require updating, maintenance or annual subscriptions. However, some forms of technology (e.g. science equipment, cameras) may be covered by ERF. We request that any BMS Faculty seeking an ERF for technology contact Treasurer *Eugenie Ten Cate* at emctencate@gmail.com, in advance of purchase so we may confirm that the item requested is allowed by the WPSD.

ERFs FOR BOOKS: The PTA Executive Board encourages the use of ERF to purchase materials which are otherwise unavailable to the classroom, such as: Purchase of books that are not available through the designated school vendors; unique opportunities to purchase books at Special Events, i.e. at conferences and speaker/author events; enhancing materials (including reference, fiction, non-fiction, book club or other) that support existing or new/innovative curriculum; classroom reading books and novels, particularly where not covered by the school budget.

COMBINING ERFs: In the event that two or more BMS Faculty seek to pool their ERF funds for broader programs, such as in-house field trips, speaker events or other programs which may have broader enhancement value, we request these be approved in advance by the PTA Executive Board, via the Treasurer, *Jennifer Vandis* at jvandis@optonline.net. It may be that such broader program requires that the BMS PTA seek approval from the BMS administration or the WPSD. Potential ways which BMS Faculty may seek to pool ERF funds may be: across grade and department (e.g. a 6th grade science in house field trip); across department (e.g. art history books which may be used for all grades); across grade (a visiting speaker for the entire 7th grade); within a pod/team (e.g. item for all teachers in the team will utilize). If you are interested in a new enrichment program that exceeds \$150 fund limit, please submit an application for a BEAR Grant. Contact *Christie Belknap* at ccbelknap@yahoo.com to explore this option.



STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
25 Sigourney Street, Hartford, CT 06106



TAX EXEMPTION PERMIT ISSUED UNDER
THE SALES AND USE TAXES ACT

In accordance with the provisions of the Sales and Use Taxes Act and the regulations thereunder, it is hereby certified that the charitable or religious organization named below is exempt from all sales and use taxes on purchases of tangible personal property made by it for the sole and exclusive purposes of the organizations.

Duplicate
PTA Association of Bedford
Bedford Middle School
88 North Avenue
Westport, CT 06880

Permit No. E. 11363

Date Issued 12/4/2001

GENE GAVIN, Commissioner of Revenue Services

This permit is NOT assignable or transferrable

BMS-PTA 2016-2017 Enrichment Resource Funds (ERF) Reimbursement Form

The Bedford PTA is pleased to make funds available for educationally enriched activities beyond those provided by the school budget. The PTA allocates \$150 to each full-time teacher and \$50 to each part-time teacher. Funds are to be used for the purpose of student enrichment and relevant to the subject area. Funds should not be used to purchase items not relevant to the subject.

The 2016-2017 ERF budget is \$5,500. Requests for ERF reimbursements will be on a first-come, first-serve basis. The utilization of the ERF budget will be assessed on a quarterly basis and the results communicated to the BMS faculty.

Please complete this reimbursement form within two weeks of incurring the ERF expense, where possible. Attach your receipts and leave in the blue PTA Treasurer's box in the Main Office mail room.

Where possible and when accepted by the vendor, please use the PTA's Tax Exempt Permit when making a purchase. **Our tax exempt number is E11363.** Copies of our Tax Exempt certificate are available in the Treasurer's folder as well. If you have any questions, please contact Jennifer Vandis at jvandis@optonline.net.

Teacher Name/Email: _____ Full-time or Part-time (circle)

Grade/Subject: _____ Description/purpose: _____

Date of Purchase: _____ Date of Reimbursement Submission: _____

Description/Purpose: _____

| Itemized Expense List/Vendor | Amount |
|------------------------------|--------|
| | |
| | |
| | |
| | |
| | |
| TOTAL | |

FOR TREASURER'S USE ONLY

Date Paid by Treasurer _____ Check # _____