

HKIS Parent Faculty Organization Divisional Allocation Process

Overview:

The Parent Faculty Organization (PFO) Constitution and By-Laws state that the projects funded by the Parent Faculty Organization through the PFO Divisional Allocation Process must support the HKIS Student Learning Results (SLRs).

The PFO seeks to build and support the HKIS Community school-wide and within divisions, while remaining mindful of the HKIS Student Learning Results, Mission Statement and Vision. Our goal is to provide funding for programs that help strengthen the HKIS Community and enhance the student learning experience in a broad and meaningful way.

Our detailed PFO Allocation Request Form is available to every HKIS Faculty Member on the PFO's website on DragonNet in the Community section.

(See "Downloads and FAQ") <http://www.hkis.edu.hk/dragonnet-community/pfo/downloads/index.aspx>

Steps to Complete:

- 1.) A Faculty Member must complete a PFO Allocation Request Form for the project needing funding. Any Faculty Member wishing to initiate a project can ask for assistance facilitating the process from the PFO Divisional Parent Representative and/or the PFO Divisional Faculty Representative.
- 2.) While in the early planning stages, the Faculty Member initiating the project should be engaged in communication with the Divisional Administration about their proposed funding request. If the Administration is supportive, the Faculty Member then continues to fill in the Form, and he or she should sign the completed Form and obtain the Divisional Principal's signature on the form. Note: In the event that the Principal is away traveling (i.e. Hiring Fairs, Professional Development, etc.) and not physically present, an Associate Principal may sign the form, but an email from the Principal confirming their approval is also necessary.
- 3.) Once approval has been secured from the Divisional Administration, the Faculty Member initiating the project gives the signed Form to the PFO Parent Representative for their division.
- 4.) The PFO Divisional Parent Representative signs the Form and will present the Allocation Request Form to the PFO President. Once the PFO President has reviewed the document and completed any follow up that may be necessary, she (or he) will formally present the request to the PFO Board for voting, either at the next PFO Board Meeting or via e-mail. A majority of the PFO Board Members must vote yes in order for a request to pass. In the event of a tie, the PFO President will make the final decision.
- 5.) The PFO Divisional Parent Representative will inform the requesting Faculty Member and the Divisional Principal about the results of the vote. Each time an allocation request is approved by the PFO Board, the PFO Divisional Parent Representative will send an update to the PFO Faculty Representative and the Divisional Principal on the projects that have been supported for the year to date. This summary will include the amount approved (or spent if the project is completed) for each project, and the remaining allocation balance for that Division. (This will be done in conjunction with the PFO Treasurer.)
- 5.) The PFO Divisional Parent Representative and PFO Treasurer will liaise with the Divisional Administration and the Faculty Member submitting the request to ensure invoicing and billing is completed within a reasonable timeframe following completion of the approved project. The HKIS Accounting Department may be involved in this process as well if any expenses were paid by them first and therefore require reimbursement. Ideally, all accounting transactions should be completed prior to the end of the PFO's Fiscal Year (July 31).

Assumptions:

-The Divisional Administration should be aware of every project for which a Faculty Member has filled in an Allocation Request Form; this is why the Divisional Principal signature is required. (The PFO Divisional Parent Representative and the PFO Divisional Faculty Representative do not necessarily need to be involved in this step.)

-The Divisional Principals determine how they would like their PFO Divisional Allocation Budget to be spent each year, with the final approval being the PFO Board Members' vote. In the development process, only the Divisional Administration can ultimately reject, shelve, or delay a project within their division. By granting their signature, school Administrators decide which projects are to be considered by the PFO Board. The PFO Board can only vote on projects that have already been accepted by the Divisional Administration.

-The PFO Board expects to vote on every project that was signed off on by Divisional Administration.

Budget/Procedural Notes:

-Within the school year, the PFO Board has no deadline for review or voting on a PFO Divisional Allocation Request. We consider funding requests up until our final General Board Meeting in May.

- The four Annual PFO Divisional Allocation Budgets are not permanently set at \$50,000 HKD per division, per year, although this has been determined to be the PFO goal at the present time. Annual PFO Divisional Allocation Budgeting is not a fixed amount and may change based on factors including the prior-year's earnings/expenses or projected revenues/expenses anticipated for the following year. The Annual PFO Divisional Allocation Budget is set for one school year only, and unused funds do not roll over into the next school year. The PFO will review the divisional funding structure annually and may change it at any time, but strives to maintain flexibility in planning and support for divisional projects.

The PFO Board reserves the right to consider one-off divisional, multi-divisional, or all school funding requests outside of the allocations budget in special circumstances. The steps followed would be the same as listed above. In the case of multi-divisional requests, all Principals involved must sign the Allocation Request Form, and in the case of an all school request, the Form should be signed by the Head of School or Associate Head of school.