

**Crocker Elementary PTO  
Homeroom Parent Reimbursement Guidelines  
Adopted by the PTO: September 2015**

The Crocker PTO will reimburse Homeroom Parents for appropriate and reasonable expenses that are incurred in the course of planning and executing approved events for their respective classroom(s).

Both the Crocker PTO and school administration encourage gifts to be for classroom use. **PTO funds cannot be used to gift “personal” items to a teacher and the PTO will not provide reimbursement for personal items.** Please see a list of approved expenses for reimbursement below and contact the PTO Treasurer if you have any questions.

Total reimbursements are not to exceed \$100. Suggested amounts for each event are Teacher Birthday - \$20, Teacher Appreciation Week - \$50, Fall/Winter/Spring Classroom Parties - \$80 (to be split among the three parties). Food for classroom parties will be order and paid for by the PTO and is not part of the \$100 budget. No outside food, candy, or beverages will be allowed to be brought into the school for the classroom parties.

Reimbursable expenses for each of the approved events include the following:

- Classroom supplies or a gift card for classroom supplies
- Materials to decorate classroom door
- Basket of teacher “wish list” items for classroom
- Lunch for the teacher (no food for the entire classroom)
- Balloons (mylar only) or flowers for the classroom
- Decorating a vase or picture frame that could be fired at Bulldog Ceramics or similar place
- Gift cards must be for places where the teacher can buy items for the classroom (Learning Post, Walmart, Target, Amazon, etc)
- **Gift Cards for personal items such as coffee shops, restaurants, massages, nail appointments, jewelry, etc will not be reimbursed by the PTO**
- Party supplies and games

If you have multiple homeroom parents for a classroom or if you will be doing a combined party for multiple rooms in a grade level, please discuss as a group how you will handle the expenses (who is paying, budgeting, and requesting reimbursement) to eliminate issues as the year progresses.

A reimbursement form will need to be completed and submitted to the PTO Treasurer along with the necessary receipts. This form can be found on the PTO website [www.crockerpto.org](http://www.crockerpto.org) Reimbursement requests should be submitted prior to the end of the school year.