

Standing Rules Approved By Order
of the Texas PTA Board of Directors



Texas PTA President

**Spring Forest Middle School (SFMS) PTA
STANDING RULES**

Standing Rules are rules that relate to the details of the administration of the PTA unit rather than to the parliamentary procedure. They can be adopted or changed upon the will of the unit. Standing Rules are adopted, as any ordinary motion, by a majority vote at a business meeting. They may be amended by two-third vote without previous notice or by majority vote with such notice. Standing Rules may be suspended by a majority vote provided the proposal is not in conflict with the bylaws.

I. Officer and Chairman responsibilities:

- A. The **president** will ensure that board members will be provided the following tools for office:
 - i. A current copy of bylaws and standing rules
 - ii. Specific information relating to their office or chairmanship from their predecessor (i.e. procedure book)
 - iii. Listing of board members' names, phone numbers and email addresses
 - iv. Forms for 'plan of work', reimbursement, vouchers, deposits, and tax-exempt status
 - v. Information from the Texas PTA handbook (president's book) pertaining to each chairman
- B. The **1st vice president (1st VP)** is over community and volunteer activities. This job includes recruiting, coordinating, and recognizing volunteers for SFMS and supporting the reporting committees (see Appendix A).
- C. The **2nd vice president (2nd VP)** is over student activities. The 2nd VP will coordinate student activities supported by SFMS PTA with the various chairpersons reporting to this position.
- D. The **3rd vice president (3rd VP)** is over ways and means. The 3rd VP will offer support and assistance to the reporting committee chairs (see Appendix A). The 3rd VP is also responsible for Family Supporters and Business Sponsors along with Other Income, such as revenue generated by rebate programs (i.e. Randall's and Kroger's).
- E. The **secretary** will take minutes for all meetings. The secretary will distribute written or electronic copies of the appropriate minutes at the appropriate meetings. The secretary will keep on file the original approved, stamped bylaws, all subsequent amended sets of bylaws, current standing rules, a current membership list, copies of current year's dues forms, current year's approved original plans of work, all committee reports and current board member list. The secretary will turn over to the financial reconciliation committee approved minutes in bound and page-numbered books. One book will be executive minutes; another book will be general meeting minutes.

- F. The **treasurer** may create policies with the approval of the board (that do not conflict with Texas PTA) that allow the accomplishment of good bookkeeping procedures and disbursement practices. The treasurer will deposit all PTA funds within three days. The treasurer will make available reimbursement vouchers.

As stated in the Bylaws, the treasurer will turn over the PTA's financial records to the annual financial reconciliation committee within 20 days after the end of the fiscal year. If a financial reconciliation is called for at any other time, records will be turned over immediately. The treasurer will keep a running tally of taxable sales and the amount of tax owed to the Texas Comptroller and submit payment when due. Records will be kept to ensure the accurate filing of the 990 form and will file said form during the term of office. The treasurer will provide a financial report at each meeting. The treasurer will provide the payee a reimbursement check within two weeks of accurate submittal to the treasurer of all information required for reimbursement, and if the amount to be reimbursed conforms to budgetary constraints. The treasurer's term of office is the fiscal year, July 1 to June 30 of the following year.

- G. The **parliamentarian** will have a current copy of the bylaws, standing rules and a copy of Robert's Rules of Order at all board and regular meetings. The parliamentarian will keep this PTA's bylaws current by incorporating all National PTA and Texas PTA mandated changes into the bylaws. The position will submit to Texas PTA an "updated, clean copy" and will insure that committee reviews Spring Forest Middle School PTA bylaws at least once every 3 years.
- H. See Appendix A for a list of the Standing Committees.
- I. See Appendix B for a list of PTA Board voting members.

II. **Board member responsibilities:**

- A. **Emergency Email Voting:** Notification of an emergency vote taken by phone, email, or other electronic means shall be given to each board member by the president. Board members shall have at least 24 hours to respond. A complete accounting of the number of votes cast and the results shall be given at the next regular meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.
- B. **Procedure books:** All board members are required to maintain a "procedure book" or a file on the SFMS Google Drive. (See Texas PTA handbook for description.)
- C. **Plans of Work:** All board members are required to submit a plan of work for the board's approval. (See Texas PTA handbook and PTA guidebooks for description.) This plan should include all budgetary requirements under the chairman's supervision as well as all works, plans, and events proposed or undertaken by any committee or subcommittee under the chairman's supervision. Committee chairs are only authorized to spend money according to their approved Plan of Work. If a chairman needs to spend over the authorized amount in the Plan of Work, the variance must be voted on at a PTA Board meeting and the Plan of Work amended to the new amount, if approved prior to spending of funds.
- D. **Forms:** All forms, flyers, etc. that any person distributes on behalf of Spring Forest

Middle School PTA will have approval from the president prior to distribution.

- E. **Term of Office:** All members of Spring Forest Middle School PTA board hold their respective positions until the last day of the school year. Outgoing board members (except the treasurer and secretary) shall deliver procedure books and all other records to their successors (or the incoming president) no later than 15 days after the last day of school. The treasurer and secretary shall deliver their records to the financial reconciliation committee directly. It is suggested that the outgoing president call a “transition meeting” whereby members of both outgoing and incoming board exchange information and procedure books.
- F. **Leadership Orientation Training:** All officers will attend Leadership Orientation Training as required by Texas PTA. Chairs are encouraged to attend. The fee for attending the course will be reimbursed by SFMS PTA. Please refer to Financial Procedures for reimbursement details.
- G. **Attendance:** A board member shall give the president (or secretary) prior notice if he/she is unable to attend an upcoming board meeting.
- H. **Relatives:** Members related by blood or marriage or living in the same household cannot hold elected positions on the board during the same school year. Recommend that this sentence be removed as it only states “recommended” and could limit opportunities for individuals to serve on the board.

III. Financial Procedures

- A. **Check Signature Requirements:** All checks must be signed by 2 authorized signatures with their titles listed on the check also. The following PTA board members are authorized to sign checks: Treasurer, President, 1st VP
- B. **Uncollected Checks:** Any check made payable to Spring Forest Middle School PTA that is returned as uncollected will be re-deposited in accordance with bank policy. If it is still found to be uncollectible, the treasurer will notify the check writer. Any charges incurred by the PTA because of it being found uncollectible will be charged to the check writer. The PTA reserves the right to refuse any check and demand cash for payment. SFMS PTA will communicate that this PTA will collect any and all fees incurred by this PTA because of uncollected checks.
- C. **Reimbursements** for conventions, conferences, seminars, and other approved PTA events –subject to advance board approval and available budgeted funds–shall be:
 - 1. Registration fee and convention/seminar events
 - 2. Hotel room - published convention/seminar rate-quad occupancy
- D. **Reimbursement Requirements:** Any person wishing to be reimbursed must submit proper receipts along with a reimbursement form to the treasurer no later than 30 days after the event or 3 days prior to the end of the fiscal year- whichever comes first. All expenses submitted for reimbursement will be in accordance with the approved Plans of Work. No expenditures submitted for reimbursement or payment will be paid unless a correct reimbursement voucher and applicable receipt(s) accompany it.

- E. **Founder's Day:** The SFMS PTA shall purchase Council Founder's Day tickets for the following persons: SFMS Principal, SFMS PTA President, SFMS current year's life membership recipients, and the SFMS School Bell Award nominee.
- F. **Sales Tax:** Since SFMS PTA is exempt from paying sales tax, the SFMS PTA will not reimburse sales tax on any purchases made for the PTA. The purchaser should use the "tax exempt letter" when making purchases for the PTA.
- G. **Contracts:** Any business regarding fundraising, significant expenditures for services or non-returnable merchandise shall require a written contract. Only contracts signed by the PTA President are considered by this PTA to be valid and binding. Contracts must be approved by the executive board prior to the PTA President signing the contract. The PTA President must include the title of 'president' on the signature line, along with the PTA President's signature.
- H. **Financial Reconciliation Committee:** This committee shall be expedient in its duty. Once formed, a reasonable date will be set for completing the reconciliation. A member of the financial reconciliation committee will collect the financial books and records from the outgoing treasurer. The PTA's minutes, reports and membership roster will be collected from the secretary. In order to complete the reconciliation in a timely manner, the outgoing treasurer should make herself available in case the committee should need its help locating or deciphering records. After the annual reconciliation has been completed, the financial reconciliation committee will turn over the financial books and records directly to either the incoming president or the incoming treasurer. The minutes, reports and membership roster will be turned over to either the incoming president or the incoming secretary. The incoming or outgoing treasurer and incoming or outgoing president shall not be members of this committee.
- I. **Insurance:** This PTA will bond their officers, insure their property, and purchase general liability insurance.
- J. **E-Commerce Policy:** (See Appendix C)

IV. Minutes

- A. The PTA President shall appoint a committee at the May executive board meeting to approve the minutes from the last board meeting.
- B. The PTA President shall appoint a committee at the May general meeting to approve the minutes from the last general meeting.
- C. The minutes may be distributed electronically to the executive board and posted in a conspicuous place at general meetings.

V. Special Committees

- A. Budget & Finance –
The budget & finance chairman (treasurer) shall have a committee composed of the President, Treasurer, incoming President, incoming Treasurer, at least one retiring officer, a majority of the incoming elected officers and the SFMS Principal. The committee will prepare the yearly budget to be presented to the voting body for adoption at the annual meeting.

B. The Commitment to Excellence Fund Committee –

This committee will review requests from staff and PTA members for purchasing items for the school. The funding is generated by any excess PTA income from each school year's operating budget. Any faculty receiving funds must be a current PTA member at SFMS. See Appendix D for the Commitment to Excellence guidelines and forms.

APPENDIX A STANDING COMMITTEES AND THEIR RESPONSIBILITIES

PTA President: Chairs reporting to the President are: CIT Representative, Commitment to Excellence Fund Committee, Community Engagement, Curriculum Committee Coordinator, Hospitality, Legislative Liaison, SBEF Liaison, and Staff Appreciation.

- CIT Representative: To provide timely reports to the PTA on the meetings of the SFMS Campus Improvement Team. The CIT representative is an active, elected member of the CIT team. Members of the CIT are elected via lottery.
- Commitment to Excellence Fund: To chair the Committee to Excellence Fund committee by reviewing requests from staff and PTA members for purchasing items for the school. The funding is generated by any excess PTA income from each school year's operating budget (see Appendix D for special projects guidelines). Any faculty receiving funds must be a current PTA member at SFMS.
- Community Engagement: To assist the school staff member in charge of the multi-cultural event, for the purpose of set up and organizing volunteers. Also assists with Family Point Resources Liaison, Highly Gifted Program Liaison, and Dual Language Program Liaison.
- Curriculum Committee Coordinator: The school principal chairs this position, and the committee supplements the curriculum with additional materials for the social, emotional, and educational benefit of the SFMS students.
- Hospitality: To provide refreshments to the PTA board meetings.
- Legislative Liaison: To keep membership informed of pending legislative action and involves members in the legislative process concerning the school and PTA.
- SBEF Liaison: To act as a liaison with the Spring Branch Education Foundation and SBISD Council of PTAs & The School Bell award at SFMS.
- Staff Appreciation: To lead the Staff Appreciation committee by providing the SFMS staff a variety of treats, from breakfasts to lunches, as a way to say thank you for all they do for the school. This person will order cookies through the district for the Principal's Birthday Celebration.

1st Vice President of Community Activities: Chairs reporting to the 1st VP are: Copy Room Volunteers, Environmental Landscape, Healthy Lifestyles, STARR Snacks, Veteran's Day and Library Coordinator.

- Copy Room Volunteers: To support the faculty by coordinating volunteers for the copy room and other events.
- Environmental Landscape: To beautify and enhance the grounds (inside & outside) and environment at SFMS.

- Healthy Lifestyles: Attend the district DSHAC and CSHAC meetings and report back to PTA meetings with information gathered.
- STAAR Snacks: To coordinate the purchase and delivery of snacks to all students on the STAAR testing days.
- Veteran's Day: To work with the SFMS staff and parent volunteers to honor our veterans with a special celebration, including providing refreshments, decorations and coordinating a ceremony.
- Library Coordinator – To assist the SFMS librarian in maintain an efficient and orderly library as well as assisting with book fairs and other special library events.

2nd Vice President of Student Activities: Chairs reporting to the 2nd VP are: 8th Grade Celebration, Character Education, Odyssey of the Mind, Reflections, Student Council Representative/Dance Coordinator, and Fine Arts Program Liaison.

- Character Education: To promote positive values among the students at SFMS through a variety of programs.
- Eighth Grade Celebration: To include all 8th grade students in an end-of-the-year celebration and dance.
- Multicultural Event: To coordinate with the SFMS staff member and the PTA and will help publicize and acquire needed volunteers for the event.
- Odyssey of the Mind: To implement an Odyssey of the Mind program at SFMS with the goal of providing academic enrichment opportunities to students. This program shall be open to ALL interested students.
- Reflections: To promote the annual National PTA Reflections Contest at SFMS.
- Student Council Representative/Dance Coordinator: To support Student Council representative to help schedule volunteers to chaperone and provide food/drink for the dances.
- Fine Arts Program Liaison - Help fine arts staff with talent show and performances by communicating with parents whose students are in the program, assisting with the acquisition of sets and costume materials, and helping to advertise the events either with posters, eBlast articles, marquee announcements. Provide information to all of the fine arts programs that liaison can help with volunteers or other needs.

3rd Vice President of Ways & Means: chairs reporting to the 3rd VP are: Auction, Sponsorship, Lunchroom Sales, Membership, School Supplies, and SFMS Spirit Sales.

- Auction: To raise funds for SFMS with an auction and dinner. The auction chair will secure a location for the event, recruit the committee heads and volunteers to perform jobs as needed.

- Lunchroom Sales: To arrange for volunteers to sell tickets during student lunches to events, such as auction.
- Membership: To recruit parents and staff to join the PTA through membership drives.
- School Supplies: To promote and coordinate the sale and distribution of pre-packed specific school supplies for each grade level.
- SFMS Spirit Sales: To sell SFMS shirts, sweatshirts and decals (and other spirit items as designated by the Board) to the students at the beginning of the school year and possibly again during the middle of the school year.

Sponsorship: To secure businesses that support SFMS PTA focusing in our immediate area. Maintain communications and relationship with our business sponsors regarding ads and banners that can be displayed based on level of support.

Secretary: chairs reporting to the Secretary are: Directory Data, Eblast Coordinator, Publicity, Social Media, and Webmaster.

- Directory Data: To lead the Directory committee by coordinating the directory information, editing directory data and online publishing.
- Eblast Coordinator: To send out timely school and PTA information via email to parents, guardians, and staff.
- Publicity: To promote the activities of SFMS to the general public.
- Social Media: Promote activities of SFMS to the general public using social media, such as (but not limited to) Facebook, Instagram, and Twitter.
- Webmaster: – To maintain PTA website and accompanying online calendar.

Treasurer: Performs its duties according to SFMS PTA Bylaws, Standing Rules, and rules designated by Texas PTA. Assistant Treasurer will report to Treasurer.

- Assistant Treasurer: Assists the Treasurer as needed to open the lockbox and count money for deposits.

APPENDIX B
Spring Forest Middle School PTA Executive Board Positions & Committees

<u>POSITION</u>	<u>VOTING MEMBER</u>
President/Council Representative	Yes
1st Vice-President/Volunteers	Yes
2nd Vice-President/Student Activities	Yes
3rd Vice-President/Ways and Means	Yes
Secretary	Yes
Treasurer	Yes
School Principal	Yes
Assistant to the Treasurer	No
Parliamentarian	No

CHAIRS AND COMMITTEES

President Chairs

- CIT Representative to PTA
- Commitment to Excellence Fund Chair
- Curriculum Committee Coordinator
- Community Engagement
- Hospitality
- Legislative Liaison
- SBEF Liaison
- Staff Appreciation

1st Vice President Chairs

- Copy Room Volunteers Chair
- Environmental Landscape
- Healthy Lifestyles Chair
- Library Coordinator
- STAAR Snacks
- Veteran's Day – Chairs

2nd Vice President Chairs

- 8th Grade Celebration Chairs
- Character Education
- Multicultural Event
- Odyssey of the Mind
- Reflections
- Student Council Rep/Dance Coordinator
- Fine Arts Liaison

3rd Vice President Chairs

- Auction Chair
- Directory Data
- Lunchroom Sales
- Membership
- SFMS Spirit Sales
- School Supplies
- Sponsorship

Secretary Chairs

- Eblast Coordinator
- Publicity
- Social Media
- Webmaster and Calendar

Treasurer

- Assistant Treasurer

Appendix C Policy on E-Commerce

PTA's membership must vote to authorize e-commerce transactions by amending their standing rules or, in the absence of standing rules, adopting a separate policy. PTA's should note that all adopted policies must be reviewed and adopted annually.

Online Statement Review

- Banking and credit card statements may be reviewed online; however, a statement must continue to be mailed to the PTA's official mailing address for a non-signer to review before the treasurer receives the statement.
- For PTAs who utilize the school address, arrangements should be made with the principal to pick up the statements from the school over the summer or long holidays to ensure accounts are reviewed and necessary payments are made.

Electronic Banking

Online Account Access:

Password for online accounts should be changed:

- at least once a year,
- when there is a change in signer, or
- when there is a financial reconciliation.

Recurring Payments

Recurring payments for PTA expenses must be set up to be deducted directly from the bank account. At the first Association meeting of the year, a motion would be made to approve the recurring payment.

Online Payment Collection Systems

- The PTA membership must approve the use of an online payment collection system.
- The online payment collection system (PayPal, et.) must be in the PTA's name.
- Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees often to ensure that the financial statement is accurate.
- All revenue must be accounted for and reported in every financial report in the budgeted income category.
- Bank reconciliations must occur on a monthly basis and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the bank reconciliation.

Accepting Payments by Credit Card

- The third-party processing company (PayPal/Square) account must be in the PTA's name.
- Third-party processing company (PayPal/Square) statements must be clear and detailed and accessible on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount.
- The third-party processing company (PayPal/Square) must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard, and Visa List of Compliant Service Providers before the PTA signs the agreement.
- Third-party deposits are processed the same as a traditional bank deposit.
- Proper documentation is required for each deposit.
- The documentation need not have counters' signatures as you are receiving a bulk deposit.

- Document on the deposit form the amount of the deposit and which budget lines are impacted.
- Attach a copy of the online transaction to the deposit form.
- For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
- Associated fees are budgeted as an expense line item and reported on the financial report.
- For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
- Card numbers must not be written down for any reason. Only swiped transactions that are immediately authorized (via Internet or phone access) will be accepted.
- The PTA will not swipe or store transactions for later settlement.

Disputes

- PTA will confirm with the third-party processor that only the PTA treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
- The authorized refund must be recorded in the check registry prior to withdrawal.
- The third-party processing company must provide the PTA guidance on challenging a disputed payment.
- Any challenge of payment must be responded to promptly and accurately.
- If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
- If the dispute is not resolved favorably, treat this action in the same manner as a non-sufficient funds check.

Appendix D

Commitment to Excellence Fund Guidelines and Procedures Revised and updated 1/16/2018

Purpose: To solicit, review and recommend requests for spending income in excess of the PTA operating budget. School staff, administration and PTA members may submit suggestions. Anyone submitting a request must be a PTA member.

The Commitment to Excellence Fund Committee will consist of Seven Members: The PTA CTEF Chair, two faculty members, one SFMS Campus Instructional Specialist (CIS) and three parent members. (The faculty and parent members will be chosen by lottery process coordinated by the Chair and the Principal.) *In the event that all Commitment to Excellence funds are not approved for disbursement by the spring of the current year, the committee will remain intact to disburse the remaining funds in early fall of the following year. Any proposed disbursements should be approved at the 1st general PTA meeting. If any member is unable to serve in the fall following his/her year of service, that member may be replaced by appointment by the chairman. In the event of a fall disbursement (after the 1st general PTA meeting), the new Commitment to Excellence Committee will begin their service.*

Promotion of the Commitment to Excellence Fund program may include but not be limited to: E-blast through SFMS PTA distribution list, letter via principal to all faculty through email and/or faculty mailbox distribution, marquee, announcements at PTA board and general meetings. These communications would include the purpose of the committee, request instructions, forms, deadlines, and chairman contact information.

Meetings: There will be a minimum of one Commitment to Excellence Fund (CTEF) meeting in one school fiscal year with additional meetings being called by the chairperson as needed.

Guidelines for Requests: The suggested items should be appropriate for PTA purchase (i.e., any item that would normally be included in the PTA's annual budget). These items include but are not limited to teacher and instructional materials, PTA-sponsored programs, technology, campus beautification, and donations to appropriate organizations.

Please note: The PTA will only consider additional funding outside available SBISD funds.

In order for these requests to be considered, the following three criteria must be met for faculty and staff requests:

1. There are no other sources of funds (i.e. district, grants, etc.) for this item. This is the funding of "last resort".
2. This request is approved for your subject curriculum by the department head.
3. This request is considered a campus priority and approved by the principal.

Procedures for Submitting Requests: Forms for application are located in a box in the teacher workroom and on the SFMS website. Any pertinent information (catalogs, copies of bids, etc) may be attached to the form. Competitive bids and comparative pricing should be obtained when appropriate. If sole source, please include an explanation. Be sure to include shipping costs where applicable. No sales tax may be included for funding. Completed forms approved by your department team leader should be given to the principal. The Principal should approve all forms before submissions.

The committee may request additional information from the person submitting the application if needed.

Committee Recommendations: At the conclusion of the meeting(s), the Commitment for Excellence Fund Committee should present more than one option to the PTA Executive Board. The 1st option should be the committee's recommendation; the 2nd option would be a variation of it. Every effort should be made to disperse funds expediently; however, if a large purchase is anticipated in the coming year, funds may be held in appropriate line item in the coming year's budget with specific guidelines in place.

Once the PTA Executive Board has chosen an option, the General PTA Board will vote. Signatures and dates of approval will be added to the application form.

Ordering Approved Items: After the items have been approved as noted, the individual who submitted the Commitment to Excellence Fund form will be notified of approval and should finalize orders with approved vendors only. Faculty and staff must place orders through the Librarian (books) or the Principal's Administrative Assistant (technology). Parents placing

orders through the school district should also place them with the Principal's Administrative Assistant.

If an applicant was not approved, an immediate reply should be given to them. It should state why the request was denied (not enough funds available, district has funds to cover program, did not meet guidelines, etc.)

Placing Items into Service: The items or materials purchased will be donated or loaned to SFMS for the exclusive use of SFMS students, faculty, or PTA members. Items will be marked as such and appropriate inventory maintained along where/how the property would be stored. The appropriate form will be completed and signed by the representative of the PTA and the campus. (Refer to pages 42 & 43 of the Texas PTA treasurer's guidelines for the forms.)

Commitment to Excellence Fund Application

Applicant Name: _____

Applicant Department (if applicable): _____

Applicant Email: _____

Applicant Phone: _____

Subject area (Math, Art, P.E., etc.) or brief description of content area covered (Technology, Campus Beautification, etc.): _____

Has this item been identified as a priority for Spring Forest Middle School?

Department Head Approval: (circle one) YES NO

Has this item been identified as a priority for Spring Forest Middle School by the Principal?

Principal's Approval: (circle one) YES NO

Are you an SFMS PTA member in good standing? (circle one) YES NO
(This will be verified through membership records).

Commitment to Excellence Fund Application

General Description of Requested Items:

How will this item benefit the students at SFMS? How many students directly affected?
Which content area(s) will be improved?

What is the life expectancy of this item? _____

What other funding sources (SBISD, Grants, campus funds, etc.) have been explored, and to what end, prior to CTEF application?

Is partial funding available from another source? (circle one) YES NO

If YES, in what amount? _____

Commitment to Excellence Fund Application

Please list the item(s) requested and respective prices below. Make sure to include any applicable shipping and handling fees. (PTA does not reimburse for Sales Tax, so make sure that the vendors listed accept our exempt status).

ITEM	SOURCE	PRICE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Shipping _____
		Total of Request _____

Please attach any catalogs, estimates, photos, or notes that may be helpful in supporting your application.