Walther Parent Association (WPA)

Articles of Organization

Article I – Name

The name of this organization shall be the **Walther Parent Association (WPA)**.

Article II – Mission

The mission of the WPA is to foster active parent engagement in the Walther Christian Academy community by supporting programming, events, and initiatives that enhance the overall student experience, strengthen school spirit, and build meaningful connections among families, students, and staff.

Article III – Purpose

The WPA exists to:

1. **Encourage** and coordinate parent involvement in school life.
2. **Organize** programming that supports students academically, socially, spiritually, and emotionally.
3. **Strengthen** communication between families and school leadership.
4. **Provide** resources and volunteer support for teachers, staff, and extracurricular activities.
5. **Promote** unity, spirit, and pride within the Walther community.

Article IV – Membership

Membership is open to all parents and guardians of current Walther Christian Academy students.

Article V – Meetings

1. The WPA shall meet every second Tuesday of the month at 6:30 p.m., unless otherwise scheduled.
2. Meetings shall include updates from officers, committee reports, planning of upcoming events, and open discussion.
3. Special meetings may be called by the President or by request of at least two officers.

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Article VI – Officers

The officers of the WPA shall consist of:

- **President**: Celes Leonard
- **Vice President**: Shanese Jaddua
- **Secretary**: Diana Enders
- **Treasurer**: Angela Poole

Officer Duties

- **President**: Provides leadership, presides over meetings, coordinates committees, and serves as primary liaison with school leadership.
- **Vice President**: Assists the President, assumes duties in the President's absence, and supports committee activities.
- **Secretary**: Records meeting minutes, maintains organizational documents, and oversees communication (including newsletters).
- **Treasurer**: Manages finances, maintains accurate records of income and expenses, and presents financial updates at meetings.

Article VII – Responsibilities

The WPA will oversee the following responsibilities:

1. **Newsletter** – Provide regular updates to parents on activities, events, and opportunities for involvement.
2. **Volunteer Hours** – Track and communicate student and parent volunteer hours.
3. **Teacher Appreciation** – Plan and organize recognition activities and gifts for faculty and staff.
4. **Events & Engagement** – Collaborate with the Joy Committee and Student Council on school-wide events, family engagement, and student support activities.
5. **Non-Athletic Extra-Curricular Financial Support** – Provide supplemental funding for activities and clubs not covered in the school budget.
6. **Athletic Financial Support via Boosters-** – Provide supplemental funding for athletic activities and clubs not covered in the school budget.

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The WPA provides supplemental financial support for **non-athletic extracurricular activities, student clubs, academic programs, and school-wide initiatives**. This protocol ensures fairness, accountability, and responsible use of funds to enrich the overall student experience.

Funding Requests

- Requests are accepted on a rolling basis throughout the school year.
- All requests must be submitted at least 30 days in advance of the intended purchase or event to allow time for review, voting, and processing.

Activity Allotments

1. Each club/program is assigned an annual funding cap determined by WPA budget and student participation.
2. Funds are not automatically dispersed. An advisor or program lead must submit a request.
3. Unused allotments may be reallocated by year-end to other student support initiatives.

Non-Athletic Funding Request Rubric

Category	4 Points	3 Points	2 Points	1 Point	Weight
Number of Students Impacted	Benefits an entire grade level, school-wide audience, or 40+ students	Benefits a large club/program (20–39 students)	Benefits a moderate group (10–19 students)	Benefits a small group (<10 students)	30%
Cost of Expense vs. Benefit	Low cost, high impact, meaningful return on investment	Reasonable cost with clear benefit to most participants	High cost with limited reach	Excessive cost, minimal or unclear benefit	25%
Investment Longevity	Lasts 3+ years, reusable across events (e.g., equipment, instruments, technology)	Lasts 2–3 years with regular use	Lasts 1 year but widely used (e.g., field trip fee, single program materials)	One-time consumable (e.g., food, decorations)	25%
Frequency of Requests	First request of the year	One prior modest request	2–3 requests already made this year	Repeated/excessive requests this year	20%

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Scoring Scale

- **13–16 points** → 100% of eligible amount granted
- **9–12 points** → 75% of eligible amount granted
- **5–8 points** → 50% of eligible amount granted
- **4 points or less** → Request denied or deferred

Request & Approval Process

1. Club sponsor/advisor completes the **WPA Non-Athletic Request Form** during the funding window.
2. WPA officers review the request and apply the **Funding Rubric**.
3. Recommendation is presented at the next WPA meeting.
4. Final approval requires a majority vote of WPA members.
5. Treasurer submits the Purchase Order to the Director of Finance.
6. Director of Finance disburses funds directly to the vendor, service provider, or through the club, not to individuals.

Accountability & Reporting

1. All approved requests require a **Post-Funding Report** (receipts + short summary of how funds impacted students) within 30 days.
2. WPA will publish an **annual summary report** of all non-athletic allocations for transparency.

Article VIII – Boosters Division

The **WPA Boosters** shall function as a division of the WPA with the purpose of supporting athletic programs and activities.

The WPA Boosters exist to provide supplemental financial support for Walther athletics. This protocol ensures equitable distribution of funds across sports, transparency in decision-making, and accountability in financial stewardship.

Booster Leadership

- **Co-Chair**: Marisol Rivera
- **Co-Chair**: Evelyn Amador

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Booster Responsibilities

1. Provide financial support for non-budgeted athletic expenses.
2. Manage athletic concessions and ticket sales.
3. Organize fundraising for sports-related costs, including:
    - Team snacks
    - Travel accommodations

Annual Budget

1. Each Athletic Team will be required to submit an Annual Budget Request Form by June 30, each year.
2. Each team must submit a practical list of anticipated needs pertaining but not limited to equipment, uniforms, travel, and fees by June 30 for inclusion in the annual budget.
3. Any request for funding outside of the annual budget allotment must be made via Supplement Funding Request process

Sport Allotments

1. Each sport will have an annual allotment determined by the Booster budget and the number of active athletes.
2. Funds are not automatically dispersed. A coach or program lead must submit a request to access the allotment.
3. Unused allotments may be reallocated to other sports by the end of each school year.

Supplemental Funding Request

Supplemental Requests: Unplanned or additional requests made after the budget is passed.

1. Each team may receive a percentage of its approved budget in supplemental funding per request.
2. Supplemental requests should be limited to unrequested non-budgeted items that fall outside of the allotment, not to Exceed $500. Expenditures exceeding $500 will not be considered and must be resubmitted as budget items in the following year.
3. Approval Thresholds for Supplemental Requests
    - $\leq$ $500: May be approved by two Board officers if time-sensitive; otherwise presented at the next meeting.
    - All supplemental requests require final approval from the Head of School before disbursement.

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1. **Fall Sports Request Window**: June 1 – September 1
2. **Winter Sports Request Window**: October 1- January 1
3. **Spring Sports Request Window** February 1- May 1

- Requests must be submitted within the designated window using the Booster Request Form.
- Requests outside these windows will only be considered for urgent, unforeseen needs and require approval from the Booster Co-Chairs.

Funding Request Evaluation Rubric

Category	4 Points	3 Points	2 Points	1 Point	Weight
Number of Players Impacted	Entire roster or multiple teams benefit 100%	Large portion of team 75%-50%	Smaller group or one unit of team 25%	Few athletes Less than 25% of roster	30%
Cost of Expense vs. Benefit	Low cost, high impact, long-lasting or wide-reaching benefit	Reasonable cost with clear benefit to most athletes	High cost for limited benefit or smaller group	Excessive cost with questionable return	25%
Investment Longevity	Lasts 3+ seasons, reusable for future athletes (e.g., equipment, uniforms)	Lasts 2–3 seasons with maintenance	Lasts 1 season but benefits full team	One-time use, no lasting benefit (e.g., snacks, tickets)	25%
Frequency of Requests	First request this season	One prior modest request	2–3 requests this season, significant share of budget	Repeated/excessive requests this season	20%

All requests will be evaluated based on the following weighted criteria:

Total Score → Funding Percentage

- **13–16 points** → 100% of eligible amount granted
- **9–12 points** → 75% of eligible amount granted
- **5–8 points** → 50% of eligible amount granted
- **4 points or less** → Request denied or deferred

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Request & Approval Process

1. Coach/program lead completes the **Booster Funding Request Form** during the appropriate window.
2. Booster Co-Chairs review the request and apply the **Funding Rubric**.
3. Recommendation is presented at the next WPA Booster meeting.
4. Final approval is by majority vote of WPA.
5. Treasurer submits the Purchase Order to the Director of Finance.
6. Director of Finance disburses funds directly to the vendor, service provider, or through the Athletic Department, not to individuals.

Accountability & Reporting

1. All funded requests must submit a **Post-Funding Report** within 30 days of purchase/use, including receipts and a short summary of impact.
2. Annual Booster reports will summarize allocations per sport, with totals published for transparency.

Article IX – Finances

1. The Treasurer will maintain accurate records of income and expenditures.
2. Expenditures must be approved by a majority vote of members.
3. All expenditures must follow the purchasing protocols established by the business office and the Director of Finance
4. Annual financial reports will be shared with members.

Article X – Amendments

This document may be amended at a regular WPA meeting by a two-thirds majority vote of members, with notice of the proposed amendment provided to members in advance.