



Pmc3.cca@gmail.com

4/15/2019

To all Penn Manor Co-curricular Activity Advisors and Coaches,

The purpose of this letter is to introduce you to the newly formed Comet Co-Curricular Committee, also known as "PMC3". PMC3 was organized earlier this year after Penn Manor entered into an agreement with Market Street Sports Group to generate revenue through corporate sponsorship of district property. The School Board's desire is to return a portion of that revenue to students involved in Penn Manor's Co-curricular Activities (CCAs). Dr. Leichter and the School Board decided that the best mechanism for accomplishing this would be through a grant request and review process. PMC3 was formed to administer this grant system.

The core of the PMC3 organization is the General Membership. The General Membership consists of one representative from each Co-curricular Activity. The first step in the grant process will be to hold a General Membership meeting at the High School on Monday May 13<sup>h</sup>, 2019 at 7PM. At this meeting, there will be a presentation explaining how PMC3 is organized and how the grant process works. Our goal is to start this process immediately, so that we can get funds into the hands of the CCAs before the start of the fall activities season in August 2019.

As coaches and advisors, this is your opportunity to enhance the co-curricular experience for your students through access to funding you would not otherwise have. PMC3 has decided to place minimal restrictions on the kinds of grant requests we will consider, at least for the time being.

**We need your help to make this work! Please take the following actions:**

1. Appoint a representative to the General Membership. This person should be a booster club officer, or other parent if no booster club exists.
2. Submit your rep's name and contact info to [pmc3.cca@gmail.com](mailto:pmc3.cca@gmail.com) no later than 5/1/2019.
3. Have your representative attend the General Membership Meeting at the High School on 5/13/2019 at 7PM.
4. Review the attached *PMC3 Policy Guide*. It is a comprehensive document that covers all aspects of how PMC3 will operate.
5. By the end of April, you will receive a copy of our Grant Request Form, along with an instruction sheet for completing it. Please review these.
6. The deadline for submitting Grant Requests will be 5/24/2019.

Please have your General Membership rep bring all questions to the meeting in May. If you still have questions after the meeting and after reviewing the *Policy Guide*, email us at [pmc3.cca@gmail.com](mailto:pmc3.cca@gmail.com).

Sincerely,

David Shipley  
President  
Comet Co-Curricular Committee (PMC3)