



# Sugar-Salem School District #322

## Certificated Professional Development Grant Due before Harvest Break of current school year

<b>Teacher:</b>	<b>Building Mailing Address:</b>

### Requirements of Grant:

Requirements to receive funding:

1. Staff's desire to use funds are in direct correlation to classroom/content he/she teaches
2. Staff member needs to be able to receive magazines, articles, newsletters, etc. that provide instructional ideas
3. Staff member needs to provide a brief explanation of their goal of using these funds and their desired outcomes.
4. Grant funds should not exceed \$150.
5. Grant is open to current certificated staff
6. If you are renewing a subscription, please indicate.
7. Address for materials purchased should be the school's mailing address, not a personal mailing address.
8. Grant money needs to be utilized and committed by October 15, 2018.
9. Funding account and approval will be filled out by Bryon Kennedy

Name of Product:

--

Payment information (suggested to attach information to this form):


I need the district to order/pay for this item

I have been preauthorized to pay for and get reimbursement for this item. Attached is verification of that payment for reimbursement purposes.

Cost: \_\_\_\_\_

Professional Explanation [How does this product tie into your professional responsibilities?]


**Office Use Only: PO#** \_\_\_\_\_

**Approved by:** \_\_\_\_\_