

* This Guide is meant to be a helpful reference - It is flexible.
Feel free to make changes as needed. *

Education Enrichment Program

- This was a brand new program in 2022-2023
- Must work closely with Treasurer to determine how much is available for each semester
- Must work with PTA President and Principal to determine timing
- May be asked by Principal to present about the program at SJLES Staff Leadership meeting
- For Fall 2022 – Decided to make \$3200 available
- For Spring 2023 - need to wait until April 15th to know how much unused funds there will be in the Instructional Support program. (Note – all teacher reimbursement requests are due April 15th.) Decided to make \$6,000 available for Spring 2023.
- Competitive program; modeled off of other PTAs' "mini-grant programs"
- Do **NOT** call this a "grant" program; raises issues for SJLES with auditors
- Board of Directors to make the decisions about funding
- Helpful to have Board meeting to determine funding decisions shortly before a General Membership PTA meeting, in case budget adjustments are necessary
- Helpful to have website for staff to access the various documents (program announcement, application form (fillable pdf), application form (google form), application guidelines, evaluation rubric)







FALL 2022 TIMING - *Would recommend doing this earlier next year than we did in Fall 2022.*

- Program Announcement: October 17, 2022
 - Sent out hardcopies in staff mailboxes and asked Mr. Notari to send out email with all of the links and information
 - Accepted applications (1) in hardcopy (fillable pdf); (2) by google form; or (3) electronically by email
- Reminder email to staff: November 4, 2022
- Applications Due: November 11, 2022
- Send package of applications to Board: November 14, 2022
 - Determined that the Board of Directors (including Principal) would be the Committee to decide on funding decisions
- Committee/Board meeting: November 16, 2022
- Notify applications of decisions: November 28, 2022
- Fall 2022 Applications approved: (1) class set of ukuleles and (2) five 1st grade classroom carpets
- Funds must be spent by April 15, 2023

FALL 2022 DOCUMENTS

- All Fall 2022 Program Documents (including working/editable documents and final documents) are located in VP1 Google Drive at:







https://drive.google.com/drive/folders/1EA63yca08BVxw9EPch_thl30LO3rAiEK?usp=share_link

- Here are some of the key documents:
 -  1B_Fall 2022 Program Announcement.pdf
 -  2_Fall 2022 Application Guidelines.pdf
 -  3B_Fall 2022 Application Form.pdf
 -  4_Fall 2022 Program Rubric.pdf
 -  5_Fall 2022 Committee Decision.pdf
 -  8_Fall 2022 Agenda for Committee Meeting.pdf

SPRING 2023 TIMING

- Announcement: March 29, 2023
 - Sent out hardcopies in staff mailboxes and asked Mr. Notari to send out email with all of the links and information
 - Accepted applications (1) in hardcopy (fillable pdf); (2) by google form; or (3) electronically by email
- Reminder email to staff: April 28, 2023
- Applications Due: May 5, 2023
- Send package of applications to Board: May 5, 2023
- Committee/Board meeting: May 8, 2023
- Notify applicants of decisions: May 12, 2023
- Spring 2022 Applications approved: *TBD*
- Funds must be spent by the last day of school

SPRING 2023 DOCUMENTS

- <https://sjlespta.org/education-enrichment-program-spring-2023/>
- All Spring 2023 Program Documents (including working/editable documents and final documents) are located in VP1 Google Drive at:
https://drive.google.com/drive/folders/1NnM22v2oqdLAbnTSaQGhjVwcUxiggAag?usp=share_link
- Here are the key documents:
 -  1B_Spring 2023 Program Announcement.pdf
 -  2B_Spring 2023 Application Form.pdf
 -  3_Spring 2023 Application Guidelines.pdf
 -  4_Spring 2023 Program Rubric.pdf
 -  5_Spring 2023 Committee Decision.pdf
 -  9A_Spring 2023 Agenda for Committee Meeting.pdf