

North Pacific Union Conference Education Materials Fund Guidelines

Elementary

Eligibility

Each elementary school and junior academy in the North Pacific Union Conference is eligible for three-fourths reimbursement on approved expenditures for education materials up to \$200.00 per full-time teacher. The North Pacific Union Conference Office of Education will reimburse three-fourths (up to \$150.00) of this amount. Each school/board will have the first option to participate in the program. If the school/board chooses not to participate; individual teachers within the school will be eligible for the three-fourths (up to \$150.00) reimbursement of funds spent for approved education materials up to the \$150.00 maximum. All purchases will be the property of the institution or teacher allocating the funds.

Approved Purchases

The funds are to be spent for the purchases of supplementary education materials. Included may be items such as the following:

Bulletin board materials	Manipulative devices
CDs/DVDs	Models
Charts	Online teacher resource memberships
Computer software	Reproducible materials
Games	Resource materials

Funds are to be used for items to extend and expand the students' learning experiences. **They are not to be used for basic curricular textbooks or materials as required by the NAD Elementary Textbook List, capital improvements or equipment, a large outlay such as encyclopedias or regular classroom map sets.**

Procedure

Questions regarding items not on the approved list should be referred to the local conference office of education before purchase. After purchases have been made, copies of receipts are forwarded through the principal to the local conference office of education where an authorization form will be completed and sent to the union conference office. Disbursements will be made to the conferences by the union.

Deadline

All requests should be made in time for the local conference to process these applications which are due in the union office of education by **April 30**. Requests received after this date may not be honored.

North Pacific Union Conference Education Materials Fund Guidelines

Secondary

- Purpose** The Educational Materials Fund is provided to assist teachers in securing a variety of instructional materials beyond which the normal departmental budget would cover. Materials should be used to enrich and extend the curriculum.
- Guidelines** Each academy is eligible to be reimbursed \$1.00 for every \$2.00 spent up to an amount approved by the NPUC Office of Education. Items eligible for reimbursement are instructional resources which extend or enhance student learning, such as print or digital resources including online resource subscriptions. Items NOT to be included for reimbursement include such things as basic textbooks, capital improvements, equipment/furnishings, computer hardware and infrastructure, etc. Eligible items approved for purchase by the academy curriculum committee will be reimbursed if the submission for funds includes the official minutes of the curriculum committee action or faculty meeting minutes showing the same.
- Procedure** After purchases are made, forward copies of receipts or summary listing of items purchased and amount to the union office with the signed request form and accompanied by official minutes of the Academy Curriculum Committee. Disbursements will then be made.
- Deadline** **April 30**