

2011-2012

Woodridge PTO Enrichment Program

Guidelines

Overall Objective: To encourage and support the use of innovative educational programs that will enhance, enrich or extend the students' learning experiences. We are open to considering requests of any monetary amount.

Application Process: Application for funds for the Enrichment Program must be submitted by completing the attached Cover Page and Application Form (two pages). Electronic submissions must include all the information as in the Application Form and must be printed out and submitted to the principal with the Cover Page. Principals must review each proposal for their building to approve the feasibility of the program. Principals should then sign the cover page as indicated. The Cover Page and Application Form should then be turned in to the building's office in an envelope marked Attn: PTO Enrichment Program. The deadline for applications is **September 23, 2011.**

Selection Process: Applications will be blinded during the selection process. Therefore, applicant's name(s) should ONLY be on the cover page as indicated. Selection of projects to be funded will be completed by PTO Board members. Priority will be given based on the educational goals of the project and the number of students served by the project. The selection process will be completed by October 21, 2011 and applicants will be notified of the decisions no later than November 4, 2011.

Eligibility: Any educator instructing WPS or WIS students is eligible to apply for a grant.

General Rules and Information

- Educators can combine proposals toward a shared project if desired.
- Projects funded must be completed within the current school year. Funds not used **cannot** be carried over to the following school year. However, equipment that will be used for several years **can** be considered.
- Each application must include a simple budget along with resources such as a copy of the catalog page with item description and price. This is to help in the review process, **not** what will be used for ordering.
- Ordering of supplies, etc. for applications which are approved must be made by the author. A check can be requested to accompany any order or reimbursement can be made to the author.
- Receipts or invoices are required upon completion of the project.
- All materials purchased through the Enrichment Program will be the property of Woodridge Schools.
- All non-consumable materials (i.e. books and games) will be cataloged through the Woodridge Media Center.
- Awarded grants must be redeemed by **January 31, 2012**. "Timed" field trips or assemblies are exempt from the January 31, 2012 deadline.

Questions? Please call **Lori Samerdak (330)983-5697** or email **loris1584@msn.com**