

## GUIDELINES FOR PAC GRANTS

PAC grant money may purchase innovative materials and/or fund activities that strengthen the existing curriculum. The PAC encourages you to field test new and promising instructional techniques and materials.

The PAC shall be composed of two (2) administrators, the GHEA vice president, and three (3) teacher representatives, one (1) from each of the other school buildings.

### CRITERIA

1. Items purchased cannot be items purchased ordinarily from a department or building budget.
2. Reimbursement for conferences shall be for registration and materials.
3. Money can be used only once for a project, such as a field trip never taken before or new materials. The project cannot be funded a second time.
4. Any requests for computer software, hardware, accessories, etc. must be accompanied with a notation from the district's technology director that the purchase meets the district's licensure and is compatible with existing equipment.
5. All purchase orders must be completed and submitted to the GHEA vice president **by the 1st of June.**
6. Any teacher working toward a National Board Certification may submit a grant request for reimbursement for expenses for up to \$300.
7. Any teacher who receives a National Board Certification may apply annually for up to a \$500 grant for classroom use.

### PROCEDURE

1. Fill out and sign the PAC grant request form found in your building's main office or the intranet.
2. Send the form to the GHEA vice president by the first Thursday of November, February, or May. Be sure to attach any information or handouts that might help the committee evaluate your request.
3. PAC grant requests are evaluated 3 times a year: the second Thursday of November,
4. February, and May. Please make an effort to appear before the committee on the evaluation date to answer any questions the committee might have. See your GHEA building rep for specific times, locations, and/or changes.

You will receive one of 4 responses: approved, partially approved, revise and resubmit, or disapproved. If approved fully or partially, you need to do the following to obtain your grant:

1. Fill out a Purchase Order (PO) from your building secretary,
2. Have your principal sign the PO and send it to the GHEA vice president,
3. When the merchandise arrives, sign and send the packing slip (or send an e-mail) to the GHEA vice president noting that the order is complete.