

Educational Grant Committee Procedures

PURPOSE:

The Educational Grant Program is a mechanism through which teachers, staff and administration from Pine Island Elementary School apply for funding through an application process. The requests must provide unique and meaningful educational experiences for PIE students that may not be part of their routine instructional activities.

The Educational Grant Program is funded through the PIE Tournament and Derby proceeds. The amount for each year is determined by the PIE Committee after the Derby finances have been completed.

PROCEDURES:

A Chair for the EGC is appointed by the Board of Directors in January. The EGC Chair determines the members for the Educational Grant Committee from new volunteers and past members.

A first committee meeting is for explaining the process and for reviewing what was done the previous year.

Applications are provided to the PIE Principal and he/she distributes them to staff members. A deadline of two weeks is usually sufficient. This has usually been sometime in January.

Applications are collected by the EGC chair. We request the Principal to make sets of the applications so each EGC Committee member has her own copies.

Chair distributes a set to each member to read and review before application review and funding meeting.

Members decide on meeting date to discuss and make decisions on funding for projects/grants.

Meeting takes place. Funding decisions are made: List of Awards/Grants given to Principal, Treasurer, Madam.

Board of Directors decides who will give the check to the school, arranges a date with the school, and calls the Eagle to arrange article/photo coverage.

