

EDUCATIONAL MATERIALS FUND

NPUC Guidelines—SECONDARY



Purpose The Educational Materials Fund is provided to assist teachers in acquiring a variety of instructional materials to enhance student learning. This fund extends the departmental budget for secondary teachers in senior academies.

Eligibility Each approved senior academy in the NPUC regardless of structure (K-12, 9-12, day/boarding) is eligible to participate in this fund.

Guidelines Amount of Reimbursement: The NPUC Education Fund reimburses the school 50% (\$1 for every \$2 spent) of the amount spent on approved purchases. The maximum reimbursement per school as set by the NPUC Office of Education is currently \$2,500.

Approved Purchases: Purchased items eligible for reimbursement are instructional resources which extend/enhance student learning, both print or digital media, including online resource subscriptions. Items NOT APPROVED for reimbursement include textbooks, furnishings, facilities improvements, computer hardware and infrastructure.

The NPUC Office of Education reserves the right to determine whether items qualify for matching fund reimbursement. If in doubt, please contact the Director of Secondary Education to clarify eligibility of any purchases.

- Procedure**
- 1) All submissions for reimbursement shall be approved by the academy curriculum committee (or faculty) with a copy of official minutes included.
 - 2) Copies of receipts or a summary listing of items purchased and amount, are to be submitted to the union office on the signed request form.
 - 3) Disbursement of funds will be made directly to the academy.

Deadline **April 30**