

MCPS/MCEA Career Lattice Project Budget Request Form

Fiscal Year 2015

INSTRUCTIONS: PARTS A–E should be completed and signed by the principal. Submit the form with required information to the lead teacher’s file on the MCPS Careers Career Lattice site.

BACKGROUND: Career Lattice Project funding will be made available to support approved programs designed by lead teachers that will address the needs of the school and attend to at least one of the three MCPS core competencies. This form is to be used by the lead teacher to provide details to the leadership team of the school and the Career Lattice Project Panel about how requested funds will support the project. The lead teacher should not begin the implementation of a project until notice is received that the project has been approved. The table below provides an overview of allowable expenses.

Allowable	Not Allowable
<ul style="list-style-type: none"> Stipends (\$14.50/hr) for sponsors (MCPS or non-MCPS employees) working with students <u>after</u> the instructional and duty day. Stipends (\$20.00/hr) for teachers attending after workday professional development. Stipends (\$15.00/hr) for supporting services staff attending after workday professional development <p>(Note: the lead teacher may not receive stipends beyond the career lattice supplement for this work)</p>	<ul style="list-style-type: none"> Payment for time worked during the school or duty day
<ul style="list-style-type: none"> Materials/supplies required to run the programs for students Materials/supplies required for professional development 	<ul style="list-style-type: none"> Gifts, clothing, or incentives (no gifts cards, t-shirts, graduation attire/cords, college interview attire)
<ul style="list-style-type: none"> Food/snacks for <u>students</u> that comply with MCPS nutritional guidelines and Regulation JPG-RA, <i>Wellness: Physical and Nutritional Health</i> 	<ul style="list-style-type: none"> Food/snacks provided for students within 30 minutes after the instructional day that do not comply with MCPS nutritional guidelines
<ul style="list-style-type: none"> Other expenses for the programs – speakers, etc. 	<ul style="list-style-type: none"> Fees for travel (including buses), conferences, college visits, etc. Consultant fees or contractual fees for outside organizations

PART A—Career Lattice Project Fund Request **Request Date:** ____/____/____

School: _____ School #: _____

Lead Teacher Preparing Request: _____ Current Position/Department/Grade Level _____

Courses/Classes Taught (if applicable) _____

Principal: _____ School Financial Agent: _____

PART B—PROGRAM FUNDING INFORMATION

Does this program/project already exist in the school?	Is there existing funding for the program? If yes, please describe.
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PART C—DETAILS OF FUNDING REQUEST

For materials, where applicable, include item(s) to be purchased, vendor information, unit cost, quantity and total order amount. For stipends, include number of staff, number of hours, and use of hours (**note that hours must be outside the student day and duty day in order to be compensated**).

REQUEST	DETAIL				
Stipends for Sponsors (\$14.50/hr) Request = \$ _____	<i>Position or Employee Name</i>	<i># Staff Members</i>	<i># Hours</i>	<i>Total \$ Requested</i>	
Stipends for PD (teachers) (\$20/hr) Request = \$ _____					
Stipends for PD (Support Staff \$15/hr) Request = \$ _____					
Materials, Supplies, Food Request = \$ _____	<i>Item</i>	<i>Vendor</i>	<i>Unit Cost</i>	<i>Quantity</i>	<i>Total \$ Requested</i>
Other Program Expenses Request = \$ _____	Provide detailed explanation (must be allowable expense):				
TOTAL REQUEST = \$ _____					

PART D—VERIFICATION

The signatures below attests to the following requirements:

- The project proposed represents ongoing work and will address the needs of the school and attend to at least one of the three MCPS core competencies.
- The payments are aligned with the MCPS contracts (\$14.50/hour for work with students, \$20/hour for teacher to attend PD and \$15/hour for support staff to attend PD).
- Payments are not planned for the lead teacher who is already receiving a supplement for running the project.
- Stipends are payments for time worked outside of the duty and student/instructional day.
- Materials are to support the project and do not include incentives such as attire or gift cards for students.
- Food provided for participating students complies with MCPS nutritional guidelines and Regulation JPG-RA, *Wellness: Physical and Nutritional Health*.
- Funding for the project does not include other expenses such as college trips, conference travel or fees, or transportation.

Principal’s Signature (required): _____ **Date:** ___/___/___

Elected Faculty Representative Signature (required): _____ **Date:** ___/___/___

Elected Support Staff Representative Signature (required): _____ **Date:** ___/___/___

For Administrative Use Only

PART D: AUTHORIZATION (The Career Lattice Project Panel will review the forms and make recommendations for approval)

CATEGORY	AMOUNT REQUESTED	AMOUNT APPROVED	COMMENTS
Stipends			
Materials, Supplies, Food			
Other			
TOTAL			

NOTE: All purchases should be in compliance with MCPS policies, regulations, and procurement guidelines.

Authorized By: _____
Signature, Career Lattice Project Panel Co-chairs

Date

PART E: PROGRAM RESULTS AND ASSESSMENT

NAME OF PROGRAM: _____

TOTAL AMOUNT AWARDED: \$ _____

Project Sponsor (Name) _____

Students Involved: _____

DIRECTIONS: Use your criteria for evaluation to provide a brief assessment of your Career Lattice Project for the 2014–2015 school year. Include data where appropriate and indicate program strengths and challenges. What changes, if any, are planned?