



## 2017-2018 School and Classroom Initiative Application Principal Authorization Form

Please complete the following information for the opportunity to be considered for School and Classroom Supplies Initiative Program participation in the upcoming school year. Principal Authorization Form must be reviewed, approved, signed and emailed to Jane McCarty at [Jane@TheEducationPartnership.org](mailto:Jane@TheEducationPartnership.org). We have found that full support and cooperation of school leadership is key to a successful partnership and the effective distribution of critically needed school and classroom supplies.

***As School Principal, I hereby acknowledge \_\_\_\_\_'s (school name) interest in participating in The Education Partnership's 2017-2018 School and Classroom Supplies Initiative. I certify that the information provided on the 2017-2018 School & Classroom Supplies Application is true and correct. I agree to maintain, update and share a list of eligible teachers with The Education Partnership.***

School Name: \_\_\_\_\_

School Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

District Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **School & Classroom Supplies Initiative Program Overview**

### **Benefits to your School:**

- School and classroom supplies will be provided at no cost to all eligible full-time teaching staff who provide direct instruction to students in a classroom
- Teachers will be provided with access to an online portal to register and make their own appointments to shop for their supplies at no charge several times throughout the school year.
- Full participation in our program is without cost or fees of any kind to the school, the teachers, or students or families; The Education Partnership is a purely philanthropic organization
- During each visit to our Resource Center, registered teachers shop for what they need for their classroom. The value of goods received per teacher can exceed \$400 in essential classroom supplies from pencils and markers, to notebooks, calculators, glue sticks and more
- Additional items such as arts & craft supplies, UPcycled office supplies and equipment will be made available to our Partner Schools through The Education Partnership's new, improved Creative Corner. On occasion, other items such as office furniture will be offered as they become available
- Partner is a word that means one who shares. We are proud to have this word in our name because it epitomizes the ethic of care and responsibility for students that we share with you
- Overall support and encouragement by our dedicated and passionate team!

### **Eligibility:**

We serve teachers and students in Pre-K thru 12th grade schools that:

- Have 70% or more of the student population qualify for free/reduced lunch through the National School Lunch Program (NSLP)  
(Data based on 2015-2016 school year NSLP percentage)
- Are located in Allegheny, Armstrong, Beaver, Butler, Washington and Westmoreland counties



- Have been accepted as a Partner School of The Education Partnership

We welcome teachers to our Resource Center who:

- Are full-time, certified school teacher who provides direct classroom instruction to students on a regular basis (excludes teacher's aides, department heads and coaches, nurses and other non-classroom staff)

NOTE: School administrators will need to provide verification of the teacher's qualifications as described above

### **Application Instructions:**

- School Administrator or staff from qualifying schools must complete the application
- Applications open: Tuesday, March 1, 2016
- Applications close: Monday, March 28th, 2016
- Signed Principal Authorization Form must emailed to Jane McCarty at [Jane@TheEducationPartnership.org](mailto:Jane@TheEducationPartnership.org) by Monday, March 28, 2016
- Schools with more than one location, must complete a separate application for each location

### **Selection Process:**

- Your school's application will be thoroughly reviewed, scored and selected by an unbiased third-party School Selection Committee
- The following criteria are critical to the selection process: Need (verified by NSLP% of student body), Enthusiasm, Willingness to maintain an engaging partnership with The Education Partnership, Quality and Completeness, Administrative Support
- Selected schools will be notified in May 2016 for the 2017-2018 School Year
- Should your school be selected, you will be invited to a celebratory and informative on-boarding event at The Education Partnership's Resource Center. **Participation in this event from at least one representative from your school is mandatory!** Reception will include a tour of the operations and a brief presentation by staff



### **Requirements for Selected Schools:**

By submitting this application, you agree to the following terms if selected for program participation in 2016-2017:

The Education Partnership:

- Requires the partner school to nominate at least one teacher to participate in our Educator Advisory Council(EAC) to act as representative in the school who will help champion this opportunity, disseminate information to teachers and administrators and attend quarterly EAC Meetings
- Requires that at least 60% of the school's eligible teachers to participate in School and Classroom Supplies distributions in order to remain an active partner school
- Requires partner school teachers to provide student thank-you notes for supplies received
- Requires partner school to provide and update list of eligible teachers
- Encourages teachers to gather approximately 50% of supplies received for use by their students and 50% for their use in the classroom
- Is granted permission to use your school's name in press releases and public service announcements in relation to program participation as well as program participation data
- Commits to providing school and classroom supplies. We invite partner schools to provide volunteer time, ideally 60% of your school's faculty will volunteer at least four rewarding hours per school year
- Encourages teachers to gather stories and examples of how the supplies are making a difference and/or having impact on teaching, the classroom and in the lives of the students. Please provide any testimonies, photos or short stories that will strengthen fundraising efforts

Special Note: In your feedback, stories and examples of program benefits, please include only the student's first name and grade level