

MOORE NORMAN TECHNOLOGY CENTER FOUNDATION, INC.
**REQUEST FOR SCHOLARSHIP ASSISTANCE FOR A CLASSROOM/SCHOOL-WIDE PROJECT
INFORMATION**

GENERAL INFORMATION:

The purpose of the Moore Norman Technology Center Foundation, Inc. Request for Scholarship Assistance for a Classroom/School-Wide Project application is to provide funds needed by full-time staff for a classroom or school-wide project for career and technical programs at MNTC.

Scholarships are awarded based on the need of the project.

GUIDELINES:

Awards are for an unmet need for a classroom or school-wide project which would further enhance the mission of MNTC. The total award per scholarship will not exceed \$500. Only one request per staff member/ per project will be accepted per scholarship year. The scholarship year is from August through June. Applications for the current school year will not be accepted after June 15.

Scholarship fund may be used for the following purposes:

- 1) Supplies
- 2) Equipment
- 3) Books
- 4) Other project needs

The award check will be made payable to the school or vendor. **No payment will be made directly to staff.**

Eligibility criteria for a MNTC Foundation scholarship:

- 1) Complete the scholarship application.
- 2) Staff member must explain the need clearly and submit documentation of costs.
- 3) State the goals and objectives.

REQUEST FOR INFORMATION:

Applications are available on the employee intranet. Applicant must submit the form to his/her supervisor for approval. Notification of the award will be made to the applicant within one week after receipt of the completed scholarship application in the superintendent's office.

Please read each section carefully to ensure that all information is complete before submitting the scholarship application to your supervisor.

Request for Scholarship Assistance for a Classroom/ School-Wide Project

Steps for Completing Application

1. Staff must complete the scholarship application.
2. Cost information for the project must be included in the application.
3. Supervisor must sign the scholarship application.
4. The completed application must be submitted to the superintendent's office.

Date: _____ **Dept.:** _____

Name: _____ **Supervisor:** _____

Project Name: _____

Contact Information: (office extension) _____ **(cell)** _____

Goal _____

Objective _____

Description _____

Cost _____

Supervisor Signature _____ **Date** _____

Vendor Information (other than MNTC):

Payable to: _____ **Attention:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Date: _____ **Amount:** _____ **Purpose:** _____

Foundation Use Only

Directions:

- 1. A representative for the foundation will review the completed application form and submit to the appropriate individuals for approval/denial.
- 2. The professional assistant will notify the applicant and/or supervisor of approval/denial within one week of receipt of application.
- 3. The treasurer for the foundation or a MNTC representative will be responsible for processing the check and sending to the appropriate vendor.

Scholarship Award: Approved Denied Amount: _____

Signature of Superintendent: _____ Date: _____

Check No.: _____ Amount: _____ Payable to: _____