

MOORE NORMAN TECHNOLOGY CENTER FOUNDATION, INC.
**REQUEST FOR EMPLOYEE EMERGENCY SCHOLARSHIP ASSISTANCE
INFORMATION**

GENERAL INFORMATION:

The purpose of the Moore Norman Technology Center Foundation, Inc. is to provide emergency funds as the result of a natural disaster (e.g.-tornado, flood, fire, etc.) needed by full-time employees who are facing difficult times.

Scholarships are awarded based on the need of the employee and are approved by the superintendent/deputy superintendent or a representative of the foundation.

GUIDELINES:

Awards are considered for an emergency situation that affects an employee. The employee or a supervisor may submit a Foundation scholarship application request on behalf of the employee. The total award per scholarship year will not exceed \$300.00 per employee. A scholarship year aligns to the district's fiscal year, which begins July 1 and ends June 30.

Scholarship funds may be used for any emergency need for an employee as a result from a natural disaster (e.g.-tornado, flood, fire, etc.) as stated above. The employee must clearly explain the need and submit documentation.

The award check will be made payable to the employee or vendor.

REQUEST FOR INFORMATION:

Applications are available on the MNTC employee website. The employee or supervisor must complete and return the form to the superintendent's office. Notification of the award will be made to the employee within two (2) business days after receipt of the completed scholarship application in the Administration office.

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

SECTION I. To be completed by faculty/employee or supervisor

SECTION II. Foundation Use Only

- A. Forms are delivered to the professional assistant in the superintendent's office for review by a Foundation representative.
- B. Forms are delivered to the Foundation treasurer for processing.
- C. Applicant will be notified within two (2) business days of approval/denial.

Section II. 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 of approval/denial within two (2) business days of receipt of the application.
3. The treasurer for the Foundation will be responsible for processing the check and sending to the appropriate vendor or employee.

Scholarship Award: Approved Denied Amount: _____

Signature of Superintendent: _____ Date: _____

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