

VENTURES IN EDUCATION GRANT PROCESS DIRECTIONS

2020-2021 Ventures in Education Introduction

The PTA is excited to offer resources and support that can empower GHS faculty to step ahead to the next level of educational excellence. Every year the GHS PTA provides GHS staff with the opportunity to request funding to support cutting edge classroom ideas. Previous funding provided launching iPads, Chromebooks and Kindles, a drone, Vernier devices and analysis hardware, VR headsets, podcast recording technology, outdoor stools for the art department and LittleBit STEAM packs.

The GHS PTA encourages you to work as individuals, teaching teams, or departments and submit requests for compelling, innovative and forward-thinking **Ventures in Education** projects. Please note that the GHS PTA budget does **not** cover items that would regularly be covered by the GPS education budget.

Directions for 2020-2021 Ventures in Education Fund Request Form

The GHS PTA Allocations application process for submitting a request to the GHS PTA Allocations Committee is completely digital. This process makes it easier to submit a request, and allows for more efficient tracking of submissions. **Please review the directions below to submit a request for consideration by the committee.**

FORM:

- The Ventures in Education Request form is an auto-fill form. Simply place your cursor in a shaded box to key in the information necessary for the request.
- RENAME the form.
 - Save the form with a filename that is your first initial immediately followed by your last name, placed immediately before the original name of the form.
 - For example, if Ralph Mayo were to submit a form, the file name would read **RMayo202021_VENTURES_FUND_REQUEST_FORM.doc.**

SUPPORTING DOCUMENTATION:

- Your Submission **must** include supporting documentation to provide additional important information relating to your request. Examples include: a website page, photos of an item, a copy of a page from a catalog not available online, pricing information or an estimate from a vendor. Requests should be **both compelling and cost effective.**
- **Web Page:** Information available online can be relayed by including a specific page's URL in the body of your submission email.
- **Other hard copy sources:** These items need to be scanned and attached as a PDF to your submission email. The Media Center can be of aid in scanning items, if needed.

APPROVALS:

- **All requests require Department Head approval before submission.** Once completed, email your request and all supporting documentation to your department head. If approved, your department head should then forward the request and all attachments to us at Ventures.Ed@ghspta.org.
- In addition, please forward an electronic copy of any requests involving technology to Laura Jean Waters (laurajean_waters@greenwich.k12.ct.us) and Anthony Brenna (anthony_brenna@greenwich.k12.ct.us). They will provide feedback to the applicant or Ventures in Education Coordinator as necessary.
- **Please make sure to obtain necessary approvals!** We cannot consider a request without approval.

DEADLINE:

- The final date for submitting a request to the Ventures in Education Coordinator is **Friday, October 30, 2020.**
- Request Forms and these Directions may also be found on the GHS website under PTA, Faculty Resources.
- Receipt of all requests will be confirmed by the Ventures in Education Coordinator via email. If you do not receive a confirmation email within one week of your submission, you should assume that the Request Form was not received. In this case, please send a follow up email to Ventures.Ed@ghspta.org.
- All requests will be reviewed during the following weeks, and emails conveying approval or denial of each request will be sent no later than **November 25, 2020.**

Please feel free to email me with any questions.

Sincerely,

Valerie Rimmer
GHS PTA Ventures in Education Coordinator
Ventures.Ed@ghspta.org