

SACHEM SEPTA
ENRICHMENT PROGRAM
2013-2014

TO: Special Educators
FROM: SEPTA Enrichment Committee
DATE: September 2013

Once again SEPTA has allocated funds to continue the Enrichment Program!
Each request will be reimbursed up to **\$75.00**. We can not go over the total amount budgeted for this program, so **requests will be approved on a first come basis**.
Teacher assistants **are not eligible** for the program.

Please keep in mind when making a request that the program is meant to be **academically enriching** for the children in your classes. Consider the educational benefit of the item you are requesting. **Software requests will not be accepted**.

PLEASE READ the following guidelines:

1. **All requests must be completed** and in the OSS mailbox by **November 22, 2013**.
** **This year I will also accept forms by email:** Leecas15@aol.com
** **If you prefer to fax your request email me for the fax number**
All requests will be considered in the order in which they arrive.
2. Completed request forms should be addressed to the attention of:
SEPTA Enrichment Program.
3. Please do not rely on PONY near the deadline!
4. We **WILL NOT** approve requests for **appliances, furniture, VCRs or DVD players, televisions, microwaves, computers, printers or computer software and computer supplies**.
5. Class parties and field trips will not be honored.

The success of the program is dependent upon our membership. Therefore, we **REQUIRE** that everyone who fills out a request **be a member of Sachem SEPTA**. You can send your membership form and payment of \$10.00 to the **Office of Student Services** via pony. It can be sent in with your Enrichment Request form (cash or check made payable to Sachem SEPTA).

NOTE: SEPTA will not place any orders. The program will run completely on reimbursements. Do not order your materials until you receive the approval. We will send out all approvals/denials by EMAIL. Please use the attached request form and don't forget to have your building PRINCIPAL SIGN IT.

If you have any questions, please feel free to call
LISA @ 741-7718 email: leecas15@aol.com
DANA @ 472-4571 after 3:30 email: dplatin@sachem.edu

Sachem SEPTA



Children
First ... Last ...
Always!

ENRICHMENT REQUEST FORM

1. Please complete sections A, B, and C
2. Have the building principal approve the request and send it to the Special Education Office.

SECTION A

Email: _____ (please print clearly)

Educator's Name _____ SEPTA membership # _____

School _____ Class _____ # of Students _____

SECTION B

Explain the educational value of requested items

SECTION C

Supplies or teaching aids requested

Description	MODEL #	Supplier	Quantity	Unit Price	TOTAL

Total Request ^{Plus shipping} \$75.⁰⁰ or less) _____

SECTION D

Approvals

Building Principal
FOR SEPTA USE ONLY

Special Ed. Office

Enrichment Comm.

Invoice #	Invoice Date	Check #	Date Paid	Amount Paid