



Sachem SEPTA Enrichment Program 2015-2016

TO: Special Educators
FROM: SEPTA Enrichment Chairperson
DATE: September 1, 2015

Once again the Sachem Special Education PTA has allocated funds to continue the Enrichment Program! Each request will be reimbursed up to **\$75.00**. Since we have a budgeted amount for this program, requests will be approved **on a first come basis**. Teacher assistants **are not eligible** for the program.

Please keep in mind that requests need to be **academically enriching** for the students. Only these requests will be approved. Consider the educational benefit of the items you are purchasing. **Software requests will not be accepted.**

PLEASE READ the following guidelines:

1. All requests must be **completed and received** by **December 14, 2015**.
 - ** All requests will be considered in the order in which they arrive.
 - ** Forms can be mailed to OSS (Attn: SEPTA Enrichment). The fastest means is by email to: Leecas15@aol.com or faxed to 631-567-4672.
2. Please do not rely on PONY near the deadline!
3. We **will not** approve requests for appliances, furniture, VCR or DVD players, televisions, microwaves, computers, printers or computer software or supplies.
4. 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**. The form is in this packet. You can send your membership form and payment of \$10.00 to the Office of Student Services via pony. You can also **send it together** with your Enrichment Request form. (Cash or check payable to Sachem SEPTA).

NOTE: SEPTA will not place any orders. The program runs completely on reimbursements. Do not order your materials until you receive an approval. We will send out **all approvals by EMAIL**. Please use the attached form or go to our website to print a form (www.sachemsepta.com). Don't forget to have your building PRINCIPAL sign your request form.

If you have any questions, please feel free to call
LISA @ 631-741-7718 email: leecas15@aol.com

