

Sachem SEPTA Enrichment Program

2017 – 2018

TO: Special Educators

FROM: SEPTA Enrichment Chairperson

Once again the Sachem Special Education PTA has allocated funds to continue the Enrichment Program! Each request can be reimbursed up to \$50.00. Since we have a budgeted amount for this program, requests will be approved on a **first come, first serve basis**. We may have to deny some requests. Unfortunately, teacher assistants are not eligible for the program. Please keep in mind that requests need to be academically enriching for your students. Consider the educational benefit of the items you are purchasing.

PLEASE READ the following guidelines:

1. All requests (Up to \$50.) must be completed and received by December 20, 2017.
** Request forms can be emailed to Lisa Casanova at: Leecas15@aol.com OR Sachemsepta@gmail.com. If mailing by pony to OSS label: Attn: SEPTA Enrichment.
2. You must be a member of Sachem SEPTA. (Best to join using a credit card via our website at www.sachemsepta.com).
3. Please do not rely on PONY MAIL, email me if you do not receive an approval.
4. We will not approve requests for the following types of items: small appliances, furniture, DVD players, TV's, microwaves, computer software or supplies, class parties or trips.
5. **NO** Reimbursement checks will be sent out before January 1, 2018.

The success of the program is dependent upon our membership. Therefore, we REQUIRE that everyone who participates is a member of Sachem SEPTA. The cost is \$10.00 per member, and the form can be found at www.sachemsepta.com. We strongly recommend membership payment be made using a credit card on our website or you can join at any SEPTA Meeting (first meeting will be on Monday, 9/25/17 it's our "SEPTA Social"). **Remember** to print your email clearly, **no paper membership cards will be distributed**, your card will come by email.

NOTE: SEPTA will not place any orders. The program runs completely on reimbursements. **I will send out all Enrichment Approvals by EMAIL.** Remember to have your building principal sign your request.

If you have any questions, please feel free to contact

LISA at 631-741-7718 or EMAIL @ Leecas15@aol.com

