

## CRITERIA FOR SATELLITE DISTRICTS REQUESTING SUPPLEMENTAL FUNDING

Please complete the Supplemental Funding Form and follow the listed criteria for application of supplemental funding requests above JTED annual projected disbursements.

### A. Narrative and budget components:

1. A narrative description of how requested funds will be used to further the goals of career and technology education for students of the academy district. Include supporting information identifying the following:
  - a. state approved CTE program targeted for supplemental funds
  - b. proper CTE certification of classroom instructor
  - c. identify appropriate CTE level (beginning, middle, advanced)
  - d. if funds are for a single course identify the sequence of the course to the approved CTE programs within the satellite district
2. A detailed accounting of how the current year JTED funds have been allocated by the satellite district.
3. A detailed budget that identifies the type of funding requested, ie. One time funding, supply funding, capital funding and amount requested.
4. Satellite district contact person.

### B. Satellite district approval

1. Satellite Administration must approve the request for additional funds

### C. Considerations;

- ⇒ Supplemental requests will be approved by the Valley Academy Governing Board.
- ⇒ Requests must be made for special circumstances or projects, NOT on-going program expenditures, maintenance or updating.
- ⇒ Requests will be awarded on a rotational base, between schools & programs
- ⇒ Persons making the request will be expected to appear at V'ACTE Board meetings to make the initial request and give updates through-out the year
- ⇒ Satellite contact will provide written updates and narratives to V'ACTE staff
- ⇒ V'ACTE staff will monitor the special request
- ⇒ Requested funds will be allocated and monitored by the V'ACTE Business Office
- ⇒ Equipment, materials and products will remain the property of the Valley Academy
- ⇒ Supplemental requests may not be awarded every year
- ⇒ All requests, forms, reports, documents **MUST** be sent to the V'ACTE Superintendent