

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