

Educational Materials Fund

NPUC Elementary School Guidelines

Eligibility

Each K-8/K10 school in the North Pacific Union Conference is eligible for financial reimbursement on approved expenditures for instructional resource materials. This matching fund program is optional to schools. NOTE: Elementary teachers in K-12 senior academies are subsumed in the reimbursement to the academy.

Amount of Reimbursement

The NPUC Education Fund will reimburse 75% of approved expenditures for educational materials up to \$200 spent per full-time teacher. At this maximum the NPUC would reimburse \$150 per full-time teacher. The purchased materials are the property of the school, unless with prior approval of the conference superintendent, the teacher uses personal funds. In this case, the material may be considered the property of the teacher.

Approved Purchases

Funds spent are for the purchases of supplementary education resources that will extend and/or enhance student learning.

Examples of qualifying items include:

- bulletin board materials, manipulatives/models, CDs/DVDs, posters/charts, computer software, reproducible materials, educational Games, and online resources subscriptions.

Non-Approved Purchases:

- basic textbooks and related curricular materials as required by the NAD Elementary Textbook List; capital improvements; and/or equipment.

Procedure

1. Questions regarding items not on the approved list should be referred to the local conference office of education before purchase.
2. After purchases have been made, copies of receipts are forwarded through the principal to the local conference office of education.
3. The Montana Conference will complete a summary authorization form and submit the form to the union conference office by/before the deadline.
4. Disbursements of qualifying funds will be sent to the Montana Conference by the union.

Deadline

The Montana Conference must set a deadline for schools' receipts submission, which is April 13, to facilitate the completion of the summary reimbursement request form. The deadline for submission to the NPUC is April 30. Late requests may not be honored.