

Sachem SEPTA Enrichment Program

2016-2017

TO: Special Educators

FROM: SEPTA Enrichment Chairperson

Once again the Sachem Special Education PTA has allocated funds to continue the Enrichment Program! Each request will 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. 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 19, 2016.
* 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. (Forms on our website)
3. Please **do not rely on PONY MAIL** near the deadline!
4. We will not approve requests for small appliances, furniture, DVD players, TV's, microwaves, computer software or supplies, class parties or trips.

The success of the program is dependent upon our membership. Therefore, we REQUIRE that everyone who participates is a member of Sachem SEPTA. The form is available on our website (www.sachemsepta.com). Payments can be made using a credit card or you can join at any SEPTA General Meeting (First Meeting is Sept. 26th "SEPTA Social"). You can still send your membership form to the Office of Students Services via pony. (\$10.00 cash or check payable to: Sachem SEPTA). No paper membership cards will be distributed.

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.** Remember to have your building principal sign your request form.

If you have any questions, please feel free to call

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