

Sachem SEPTA Enrichment Program

2018 – 2019

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. You may combine requests but all faculty names need to be on the request.

PLEASE READ the following guidelines:

1. All requests (Up to \$50.) must be completed and received by December 19, 2018.
** Request forms can be emailed to Lisa Casanova at: Leecas88@gmail.com OR Sachemsepta@gmail.com. If mailing by pony to OSS label: Attn: SEPTA Enrichment.
2. You **must be a member of Sachem SEPTA**. (See details below)
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, APP's or downloads for computers, class parties or trips.
5. **NO** Reimbursement checks will be sent out before January 1, 2019.

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, 9/24 it's our "SEPTA Social"). **Membership cards** are not distributed by the PTA anymore, your card **will come via an email**.

NOTE: SEPTA will not place any orders. The program runs completely on reimbursements. DON'T FORGET your request needs your principal's signature! **I will send out all Enrichment Approvals by EMAIL.**

If you have any questions, please feel free to contact Lisa Casanova at:

LEECAS88@GMAIL.COM