

Sachem SEPTA Enrichment Program

2019 – 2020

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.

NEW THIS YEAR: We will be accepting 30 requests by December 20, 2019 and 30 requests by March 20. ****Still on a first come, first serve basis.**

PLEASE READ the following guidelines:

1. All requests (Up to \$50.) must be completed and received by December 20, 2019.
- ** Request forms can be emailed Sachemsepta@gmail.com. Please put ENRICHMENT in the subject field. 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 Sachem Septa 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, 9/23 and 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! **We will send out all Enrichment Approvals by EMAIL.**