

EVENT / ACTIVITY: Schools Liaison and Mini-Grant Facilitator

POC: Christine Fletcher

CONTACT INFO:

Phone 253-267-5543 (home)

206-391-3568 (cell)

Email yomofro@aol.com

WHEN OCCURS: Mini-Grant -Periodic Interface throughout the school year

School Supply Purchase in late September (if there are remaining funds)

Attend Board of Directors meetings as needed (variable)

MANPOWER NEEDED AND TIME COMMITMENT:

Mini-Grant Administration (Possible initial school year meetings at each school (5 hours)

Mini-Grant processing (done via email, time varies but averages 20 minutes per request with approximately 30 requests per budget year)

School Supply Purchase (2 Kiwanians for 3 hours)

Board of Director meetings (variable)

PROCEDURES:

Mini-Grant Coordination

- At the beginning of each school year, contact each principal to discuss Mini-Grant opportunities through the Kiwanis Club of Steilacoom. Offer to attend a staff meeting if the principal would prefer a direct Kiwanian presentation to the teachers.

Mini-grant procedures

- A teacher or staff member completes the Funding Request form (found on the kiwanisclubofsteilacoom.org website). Guidelines for completing the Request Form are found with the Form.
- Once the appropriate school approvals are obtained, the Funding Request is routed to Gwen Miller, gmillier@steilacoom.k12.wa.us , at the Steilacoom Historical School District No. 1 office

for District approval. Gwen Miller will route the Funding Request on to the Schools Chairperson for the Kiwanis Club of Steilacoom.

- The Schools Chairperson will review the Funding Request to determine if it meets the Kiwanis Club of Steilacoom objectives, if there are funds available, and what amount can be approved. If there are any questions, the Schools Chair will contact the teacher/staff person for clarification. Any request over \$ 200.00 will go to the Kiwanis Club of Steilacoom Board for review and approval.
- The Schools Chair will then prepare a Voucher for payment and assign the Voucher and Funding Request an identifying number. She will send the approved Request Form and Voucher to the Club Treasurer for review and a second approval. The Club Treasurer will deliver one signed Voucher and Request form to the Schools Chairperson, one Voucher and Request Form to the Foundation Treasurer and one copy of the Voucher and Request Form to the Steilacoom Historical School District Financial Office.
- The Foundation Treasurer will review the Request and process a check to the school district through Key Bank. The check will be sent directly from Key Bank to the Steilacoom Historical School District Financial Office. In the memo of the check will be the Voucher and Identification #'s, the teacher's name who made the Request and the name of the school.
- Recipients are strongly encouraged to provide a presentation about the grant project to the Kiwanis club upon completion of the funded activity.

Kiwanis Club of Steilacoom contact information:

Christine Fletcher, Schools Chairperson: yomofro@aol.com

Sheila Moberg, Kiwanis Club of Steilacoom Treasurer: moberg6163@gmail.com

Christine Gleason, Steilacoom Kiwanis Foundation Treasurer: cmelliott2001@yahoo.com

Check Distribution information:

Check Payee: Steilacoom Historical School District No. 1

School Address: 511 Chambers Street, Steilacoom, WA 98388

Attn: Eva Smith

School Supply Purchase

- If funds remain in the School Support lines of the Foundation budget, the POC communicates with the office manager of each school to compile a list of potentially needed school supplies.
- The Liaison and volunteer then make a shopping trip to purchase approximately \$500 in school supplies. Delivery is made to each individual school.

