



SOUTH MECK FOUNDATION

Supporting Teachers • Sustaining Excellence • Serving Alumni

RULES FOR USE OF FUNDING FROM SOUTH MECK FOUNDATION FOR EDUCATIONAL PRODUCTS/SERVICES

Congratulations on receiving grant funding to support your educational endeavors with your students! Please read the following to ensure that you understand the terms of your funding:

PAYMENT

- If you choose to receive a check directly to you, original receipts are to be submitted to the Foundation within 10 days of receipt of your product. (boardchair@southmeckfoundation.org or lockbox on wall at front office)
- If you choose to have the Foundation make a direct payment to the vendor, the Foundation must receive a copy of the vendor invoice within 10 days of receiving the product.

OWNERSHIP

- Any tangible items purchased with grant money do not belong to an individual teacher but to the school. If the teacher who requested the items leaves South Meck High, these items should be left for the next teacher, or given to another teacher within the same department whose students can benefit.

SHARING OUTCOMES & ADVERTISING

- In order to be able to show our donors how their money is being put to use, we request that you send a few pictures to the Foundation within 30 days of introduction of the product into your classroom (or at an event, if your grant is for a trip/speaker.) Please send pictures of your students engaging with the product or event! (send to boardchair@southmeckfoundation.org)