



Friends of the Surprise Libraries Grant

Friends no longer provides checks. Items requested by school staff will be purchased and delivered. Documentation of the approved donation will be provided to Dysart Finance Department at the time of purchase.

- Teacher, Media/Library Specialist, Reading Specialist or Reading Coach please select the specific application to request your Grant. Only on-line applications will be accepted. Scanned, faxed or mailed requests will be declined and returned to School Principal or Literacy Coordinator.
- If you are using a Chrome book, you may find the form will not save to the Chrome book based on your school's IT configuration. It is recommended that you use a regular PC to complete this form. Once you open the document on a regular PC you should "**File save as**" and be able to fill in the document. Use the TAB key to move from section to section. "**File save as**" the form, then forward to your school principal or Literacy Coordinator for their review and concurrence. **Teachers and Library/Media Specialists send your Grant form via e-mail to your Principal as an attachment. Reading Specialists and Coaches send your requests as an attachment to Adriel Grieshaber.**
- The Principal or Literacy Coordinator must review and concur with the request on the document. Please complete the date of concurrence. You may add any additional information in the comments. Please save the file as shown below. Including the Name of your school and the date and "Individual Teacher" "Reading Specialist" or "Media Specialist" in the title. This enables us to locate your request easily and keep multiple requests from the same school separated. An example would be:
FOL_Grant_Request_Reading_Specialist_El_Mirage_Elementary_01102017 . Once appropriate approvals are noted on the document, it should then be forwarded to Friends via e-mail from the approver as an attachment. Please send your Grant request to admin@friendsofthesurpriselibraries.org. The originator and the approver will receive notification of receipt.
- Items received without Principal or Literacy Coordinator concurrence and appropriate documentation will be returned to the Principal and originator as declined. Items requested must include the specific number of items, price per item and purchase source.
- Literacy related Grants are reviewed on the first Wednesday of each month following the submission to the Grant Committee. The Friends Board will make final determination the second Wednesday of each month. You will receive an e-mail decision on your request after the Board meeting. If approved by the Board, Friends will purchase the item(s) and will arrange for delivery to the originator and notify the Dysart Unified School District Finance Department.