



Memo

To: Anakarita Allen, Principal, Anna Yates Elementary School
Antonio Cediell, Principal, Emery Secondary School
John Sugiyama, Superintendent, Emery Unified School District

From: Eugenia F. Bowman, Executive Director, Emery Ed Fund

Re: District Discretionary Grants

Greetings! The Emery Ed Fund is pleased to provide "discretionary" funds each year to the Superintendent and Site Administrators of the Emery schools (Anna Yates Elementary and Emery Secondary School) to support your programs. The amount may vary from period to period.

When requesting and using these funds the respective administrator must certify that the funds will be used for, or in conjunction with, programs at their Emery School. Funds are not to be used for personal items, gain or interest. Once the funds are requested and collateral material (receipts, purchase orders, etc.) are provided, by accepting the funds, each administrator agrees to report to the Emery Ed Fund within a three month period on the specific uses of the funds and at least annually evaluate the uses of these funds and make suggestions on the effectiveness and continuation of this program.

These guidelines apply for the use and purpose of these funds (not prioritized or inclusive):

- Funds must be used for work in, with or concerning Emery Unified School District, its community, partners, staff or programs
- Request for funds should be viewed against Mini Grant guidelines and if appropriate referred for application.
- Funds may be used broadly to support the school programs including
 - Parental & community involvement
 - Staff support & training
 - Curriculum supplies and support
 - Extra curricular support
 - Special family needs or emergencies

Please note that if a funding request directly sent to the Emery Ed Fund is turned down, it may be appropriate under another program (i.e. Mini Grant or perhaps the request does not fall within the Fund's current program of work) and we will recommend you submit your request under another program.

The process for acquiring these funds is to make a written request to Eugenia Bowman using the attached form. Copies may be obtained and submitted via email.

Thank you for your partnership, and I look forward to hearing from you.