

Illinois Agriculture in the Classroom

Summer Special Topic Workshop Grant Reimbursement Guidelines

Each Illinois, Agriculture in the Classroom Summer Special Topic Workshops are eligible to apply for a grant for up to \$1,500. This money should only be used to support teacher activities and materials related to the Special Topic Workshop Sessions. IAITC and the IAA Foundation should be listed as a sponsor of your Workshop.

Funds may be spent on the following:

- Transportation for teachers during tours.
- Meals and refreshments for teachers.
- Ag specific supplies for teachers (including Barn Boxes/SAI Bags if you choose).
- Copies of lesson plans, activity manuals, guide books for teachers.
- Guest speaker expenses.
- Room rental for SAI.

Funds from this grant should **not** be spent on the following:

- Farm Bureau, Ag Literacy, or Partnership Employees.
- University Employees—student workers or teaching assistants.
- Non Summer Ag Institute related meals.
- Lodging or parking for SAI participants or faculty.

Detailed expense receipts are required to process these funds. Please submit eligible expenses (for up to \$1,500) to IAITC no later than **August 4, 2017**. The attached expense form and copies of receipts should be mailed to the *Education Director, Illinois Agriculture in the Classroom, Illinois Farm Bureau®, 1701 Towanda Avenue, Bloomington, IL 61701*.

Copies of any lessons plans submitted by teachers should also be submitted to IAITC for use by other teachers state-wide.

If you have any questions, please contact IAITC at 309-557-3334.
Please submit eligible expenses to us no later than **August 4, 2017**.

We are always looking for ways to help serve you in the SAI role.
Please contact Kevin Daugherty with suggestions.

IAITC
Summer Special Topic Workshop Grant Reimbursement Form

Please complete and return for up to \$1,500. Receipts totaling your Amount Requested are required. Please refer to the X-factor guidelines.

A. Summer Special Topic Workshop Name/Location: _____
Number of Teachers Registered: _____

B. Name of Coordinator(s): _____

C. Dates of Workshop: _____ to _____ D. Amount Requested: \$ _____

E. Expenses Requested for Reimbursement:

1. Transportation – Please list the purposes of your trips and explanations of the expenses (i.e. gasoline, rental cost, etc).

2. Meals and Refreshments – List the sources of the expenses and the expense amounts.

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|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

3. Supplies for Workshop – List supplies given to teachers and costs.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4. Printing Costs – List expenses incurred for copying costs of materials given to teacher.

5. Guest Speaker Expenses – List name of guest speaker(s) and expense amount(s).

6. Room Rental Expenses – List the location of room rental(s) and expense amount(s).

7. Other Expenses – Please list and describe.

F. Issue Check To: _____ Mail Check To: _____

CHECKS MUST BE ISSUED TO AN INSTITUTION

NO CHECKS WRITTEN TO INDIVIDUALS

Please mail to Illinois Agriculture in the Classroom. This form must be completed and received no later than August 5, 2016. Absolutely NO reimbursements will be made after August 4, 2017.

Completed by: _____ Date: _____