

Special Project Instructions

All Forms are available on our website, www.tc3.edu/collegenow/techprep .

Award Acceptance Form – This form must be ***filed out and signed*** by the special project manager and returned to Tech Prep by **June 20, 2008**.

Fall Meeting – As noted in your acceptance letter, a brief orientation meeting has been scheduled for **September 10, 2008 from 3:45 – 4:30 PM in TC3's Board Room**. This meeting is **required for release of funds**. Please indicate on your acceptance form if you will attend. **If you cannot attend this meeting, or if your project will spend funds before this meeting, please contact Victoria to make alternative arrangements before July 1.**

Reimbursement Procedure – **Tech Prep Special Projects are reimbursement grants.** Money is to be spent **after July 1, 2008 and before April 30, 2009**. You should make purchases following your regular school district procedures. Once your mini-grant project has been completed, have your district send an invoice to the Tompkins Cortland Tech Prep office for the amount you actually spent within the bounds of the grant award). The Final Expenditures Form should also be completed and signed at this time and sent along with the invoice, as well as any billing documentation such as receipts and/or purchase orders. Once this information is received, Tech Prep will reimburse the district directly. If this process will not work in your district, please have your Superintendent of Schools call Victoria Zeppelin to make other arrangements. **The above billing information and Final Expenditures Report must be received by Tech Prep no later than May 8, 2009.**

Final Report – When your project is complete, please prepare a packet for Tech Prep that will enable us to share your work with other educators. **Your Final Report is due May 8, 2009.** This report should include:

1. **Completed Learning Experience Form** (including copies for student work) – you will receive this at the September 10th meeting.
2. **Copies of any materials you produced** (curriculum, unit or case study, project plan, teaching materials, assessment tools, etc.)
3. **Copies of photos you have taken of the project** (digital copies preferred; may provide on CD or via email)
4. **Copies of publicity for your project** (including district bulletins, local newspaper accounts, evidence of presentation of project at workshop, conference, school board)
5. **Copy of the Final Expenditures Report**
6. **Completed Project Evaluation Form:**
To date, have you actually used this product in the classroom?
Evaluate the project's success:
 - Does it meet your purposes?
 - How is it benefiting the students?
 - Describe the activities and outcomes.
 - About how many students per year will benefit from this project?
 - Include a student reflection piece. (sample provided)

All projects and presentations produced through this special project are required to note or announce that: "This project was funded by Carl D. Perkins Act, through the Tompkins Cortland Community College Tech Prep Consortium."

Return all correspondence to: Victoria Zeppelin, Tech Prep Director
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