

The mission of The Westbrook Education Foundation is to support excellence and innovation in our classrooms through an active partnership with the community and our public schools.

## **WEF Initiatives – 3 areas of focus**

### **1. Grants**

- 1) 2 funds
  - a) *Endowment fund* – large donations, corporate donations, annual appeal, bequests, etc. Up to 20% of fund can be used annually until fund is large enough to allow interest only use.
  - b) *General fund* – small fundraisers, i.e. Educated Eats, etc. Up to 100% of fund can be used annually.
- 2) Areas to fund
  - a) *Student Academics*
    - i) Direct service to students, i.e. activity or project to further particular unit or theme, or field trip.
  - b) *Community Connection*
    - i) Direct service to community through student(s) activity.
  - c) *Academic or Service Extracurricular Activity*
    - i) Limited time, limited focus programming, i.e. like adult ed offerings only geared for students' interests
- 3) Allowable Expenses
  - a) Materials/supplies
  - b) Guest honorariums
  - c) Transportation (bus for field trips)
- 4) Expense Exclusions
  - a) Equipment
  - b) Salary
- 5) Application Guidelines

See attached

### **2. WEF Sponsor Program**

WEF sponsors

- 1) Club or Extracurricular Activity – i.e. Odyssey of the Mind, Academic Decathlon, Math Team, etc.

- a) Financially support one of the above programs - possible expenditures could include: stipend for advisor, program supplies, transportation, awards
- b) Establish once Endowment fund reaches a predetermined dollar amount

### **3. Scholarship** [[Members would like to see WEF offer scholarships within 5 years]]

- 1) Annual \$1000 scholarship or 2 - \$500 scholarships
- 2) Students apply
  - a) Two recommendations required; teacher and peer
- 3) Applicants must be graduating seniors who have actively participated in the WHS community as well as the larger community in the city of Westbrook. Student must be attending any post secondary institution.
- 4)
- 5) WEF Board reviews applications and makes final decision
- 6) Money disbursed from Endowment fund. Establish once Endowment fund reaches a predetermined dollar amount

### **4. Gifts** [[Members would like to see the other 3 areas well established before bestowing gifts]]

- 1) Gift to district – i.e. up to \$700 to libraries (\$100/building), software program for district-wide use, etc.
- 2) Bi-annually
- 3) Establish once Endowment fund reaches a predetermined dollar amount

### ***Administrative Plan***

**Administrative costs:** funded through General Fund

**Administering awards:** Grantee will sign a contract agreeing to use the monies as proposed, within a specific time frame, etc.

For awards \$1 up to \$500, payment will be made to the building administrator of the grantee. For awards more than \$500, payment will be made to the Westbrook School Department Business Office. Grantees will access money through the Purchase Order system.