

Monticello Lions Teacher Expense Reimbursement Program -5th Annual

2023-2024 School Year

The Monticello Lions Club recognize there are times when Monticello teachers

use their own money to provide materials for their students.  As a token of

appreciation for their commitment to Monticello students, we are providing

a reimbursement program towards money they spend purchasing materials,

or project expenses, for the Monticello students.

**What is the total amount of money eligible for reimbursement?**

A fund has been set up with a total for the year amount of 5,000.00. If the program is successful in its effort to help the teachers, and if need arises, we may choose to replenish this fund. We expect to see refunds in the area of 100.00 or less, but encourage teachers to apply for more if needed for a particular event/item.

**What expenses are Eligible?**

Items purchased must be for the benefit of the students. Any such expense that the School District cannot fund, would be eligible. Small individual teacher reimbursements may be submitted with paid receipt of items. If there is a proposed project/item which would exceed 100.00 by a teacher or team of teachers, it can be submitted and preapproved. Payment would go to the assigned teacher, and a follow up of student impact would be requested. It is at the discretion of the Monticello Lions Teacher Reimbursement Committee to approve all or part of the requested amount, or deny the request.

Examples of accepted requests;

* Items, materials ,Books, etc. that support the Districts curriculum, but are not necessarily withing the Districts budget.
* Non consumable materials that become part of the resources for the classroom year after year.
* Incidental supplies used by the instructor to enhance teaching and learning.

Examples of non accepted requests;

* Ongoing startup materials that need refunding year after year.
* Field Trips and expenses.
* Food, usually used as a reward.

**How Does a Monticello Teacher get reimbursed?**

Current Monticello School District Teachers can submit an electronic reimbursement request, found on the Monticello Lions webpage. Answer a few questions, and submit. A copy of a dated receipt in PDF form is acceptable. A representative from the Committee will contact the teacher if there are any questions. Upon approval, a check will be issued in the Teachers name, and given to the School Principal to deliver the check. This will assure us the teacher is currently an employee of the School District, and the request was valid. The period of time would be about 30 – 45 days from receiving the request. We recommend that the teachers send a copy of the email request to their Building Principal.

Go to : MonticelloLions.com/projects

**Is there a time limit for these requests?**

Yes. The items may be purchased between September 1st thru May 30th of 2024. Requests for reimbursement must be submitted before May 30th of 2024 to be eligible. Any requests submitted after May 30th, 2024 will be denied.

**Note:** The Monticello Lions reserve the right to approve and/or deny an expense or modify the program or funding as needed.  The Monticello Lions may use aggregate information provided to share the overall success of the program.

-------------------------Sample of online application form ----------------------------



Monticello Lions Teacher Expense Reimbursement Program

2023-2024 School Year

 Name

School where you teach, and Grade level.

 Your school email

 School Telephone Number

 Building Principals name

Description of item(s) purchased

Dollar amount of reimbursement request

Please submit PDF or picture of receipts to expedite submission.