

ASSISTANCE LEAGUE® OF MID-MISSOURI
2007-2008
LINKS TO LEARNING PROGRAM
APPLICATION COVER PAGE

This cover page must be attached as the first page of your application. Additional forms may be duplicated and are available in each school office, school board office, by contacting your school's ALMM Liaison (contact your school principal for this person's name and phone number) or at the ALMM website (ALMM.missouri.org). Please submit this cover page with two copies of your application.

TYPE OF APPLICATION FORM BEING USED (check one):
Standard Form (Maximum--\$650) (Please note only Standard Form eligible for Neila Pettit Reading Award)
E-Z Form (Maximum--\$200)

PROJECT TITLE

PROJECT SUMMARY (one short sentence)

AMOUNT REQUESTED \$ (Standard Form Maximum--\$650; E-Z Form Maximum--\$200)

ANTICIPATED DATE PROJECT WILL BE COMPLETED

SCHOOL NAME PHONE

SCHOOL ADDRESS ZIP

APPLICANT(S)

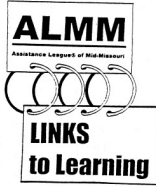
Table with 4 columns: Name (primary contact - please print), Position, Grade Level, E-Mail Address. Includes three rows for additional applicant information.

CATEGORY (check one): Instruction Extra-Curricular Other

Signature of Applicant(s)

Signature of Principal

Signature of District Administrator



ASSISTANCE LEAGUE® OF MID-MISSOURI 2007-08 LINKS TO LEARNING PROGRAM GUIDELINES

The Links to Learning program is funded by ASSISTANCE LEAGUE® of Mid-Missouri (90th Chapter of NATIONAL ASSISTANCE LEAGUE®), a volunteer service organization which supports philanthropic projects that meet community needs. The amount given for each approved application will be \$50 to \$650.

PURPOSE

The goal is to benefit youth of the Columbia Public Schools through one or more of the following:

1. For enrichment in the classroom or in extracurricular activities.
2. To provide an opportunity to enhance and/or develop new or different approaches to teaching which will stimulate creative thought and/or expand existing curriculum.

ELIGIBILITY

Current classroom teachers, school counselors, and media specialists may apply. **Each applicant may submit a total of two proposals per year**, either individually or in conjunction with other applicants. All applicants are limited to Columbia Public School Personnel. All applications must be **student centered**.

APPLICATION AND DEADLINE

Proposals must be typewritten, using the format explained on the application form. Application forms may be duplicated and are available in each school office, school board office, at the ALMM website (www.digmo.com/-assist), or by contacting your school's ALMM Liaison (contact your school principal for this person's name and phone number).

Applications must be signed by the building principal as an indication of awareness and support of the request and then be submitted to the appropriate Assistant Superintendent (Elementary and Secondary Education) at the Columbia Public School Administration Building by **Friday, September 21, 2007**. Applications received after this date will not be considered.

REVIEW AND SELECTION

Applications will be reviewed by the Links to Learning Allocation Committee of ASSISTANCE LEAGUE® of Mid-Missouri. Awards will be given by November 1, 2007. Each Links to Learning award will be no more than \$650 except one Neila Pettit Reading Award (\$800). Criteria for selection below:

Projects should (consider one or more of the following):

- **Directly benefit/involve students**
- **Improve students' achievement and/or self-esteem**
- **Encourage parent/community involvement with students/schools**
- **Assess/improve curriculum or instructional effectiveness**
- **Encourage interdisciplinary instruction, team teaching, multi-age structures and/or cooperative learning experiences**

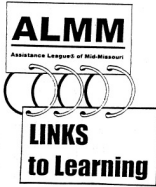
Consideration for granting requests is based on the following:

- **The number and description of students who will benefit**
- **Objectives which can be monitored, measured, and evaluated**
- **Potential for replication by other teachers/schools**
- **Projects which cannot currently be funded by the district**

Neila Pettit Reading Award - The ALMM Allocations Committee may select one Standard Form application (emphasis on teaching or enhancement of reading) to receive additional funding.

CONDITIONS AND REQUIREMENTS

- Each recipient will be responsible at the conclusion of the project to complete a one page Evaluation and Financial Report Form and submit it by the end of the 2007-2008 school year.
- Each recipient must agree to complete all the items of the application form.
- Should a recipient be unable to implement or complete an awarded project, the principal may designate personnel to implement and/or complete the project. However, ALMM requests notification in such an event.
- Materials and equipment funded by ALMM for the Links to Learning program become the property of the Columbia Public School District. Recipient(s) agree to report to his/her administrator all non-consumable items purchased with ALMM funds for inventorying and place a provided ALMM identification label on each.
- All projects are to be carried out and completed during the 2007-2008 school year.
- Grants will not be funded prizes or rewards. Funding is available for food costs if part of the learning activity.



**ASSISTANCE LEAGUE® OF MID-MISSOURI
2007-2008
LINKS TO LEARNING PROGRAM
APPLICATION
STANDARD FORM - \$650 MAXIMUM AWARD**

Please submit two copies of your Application plus the Cover Page and Itemized Budget to your building principal for endorsement and then to the appropriate Assistant Superintendent (Elementary or Secondary Education) at the Columbia Public School Administration Building no later than **Friday, September 21, 2007**. Applications received after this date will not be considered.

Answer all questions and provide the following information in support of your request:

- Restate the question **as written** before each of your answers on your application.
 - Your answers should be typewritten and as complete, clear and concise as possible.
 - Please **do not identify teacher or school name(s)** in answer to questions or on pages other than cover page to maintain anonymity of applicant to the Allocation Committee.
 - Maximum of 3 pages to answer application questions, plus budget sheet(s).
 - Label each page of application with the project title.
1. Clearly describe the project for which funds are requested.
 2. Describe how this project will enhance student learning?
 3. List the method(s) for achieving your objectives.
 4. Explain how this project will be monitored and the results evaluated?
 5. Identify which students and approximately how many students will be affected and/or involved.
 6. Complete the attached budget form, making copies as needed. Include associated costs such as fees, purchase of resource materials, books, services, equipment and supplies. When listing your expenses remember, the district tax exemption can be used if you pay by cash, money order or district check however, if paying by personal check please include sales tax.
 7. In one short sentence, please write a summary of the project, which ALMM may use when announcing award recipients to the public (this summary should appear on the cover page and on the last application page).

CRITERIA FOR SELECTION:

Projects should (consider one or more of the following):

- **Directly benefit/involve students**
- **Improve students' achievement and/or self-esteem**
- **Encourage parent/community involvement with students/schools**
- **Assess/improve curriculum or instructional effectiveness**
- **Encourage interdisciplinary instruction, team teaching, multi-age structures and/or cooperative learning experiences**

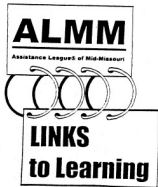
Consideration for granting requests may also be based on the following:

- **The number and description of students who will benefit**
- **Objectives which can be monitored, measured, and evaluated**
- **Potential for replication by other teachers/schools**
- **Projects which cannot currently be funded by the district**

Neila Pettit Reading Award - The ALMM Allocations Committee may select one Standard Form application (emphasis on teaching or enhancement of reading) to receive additional funding.

For additional information, contact your ALMM School Liaison or Links to Learning Chairmen,
Donna Buchert, Sondra Flaker or Barbara Mayer, (445-3848).

**Application Deadline – Friday, September 21, 2007
(Applications received at the Board Office after this date will not be considered.)**



ASSISTANCE LEAGUE® OF MID-MISSOURI 2007-2008 LINKS TO LEARNING PROGRAM APPLICATION

E-Z FORM - \$200 MAXIMUM AWARD

Please submit two copies of this application plus the Cover Page to your building principal for endorsement and then to the appropriate Assistant Superintendent (Elementary or Secondary Education) at the Columbia Public School Administration Building no later than **Friday, September 21, 2007**.

Answer all the questions and provide the following information in support of your request:

- Restate the question **as written** before each of your answers on your application.
 - Your answers should be typewritten and as complete, clear and concise as possible.
 - Please **do not identify teacher or school name(s)** in answer to questions or on pages other than cover page to maintain anonymity of applicant to the Allocation Committee.
 - Maximum of 2 pages to answer application questions, plus budget sheet(s).
 - Label each page of application with the project title.
1. Describe the activity and/or items for which funds are requested.
 2. Describe how purchased item(s) or activity will enhance your present curriculum or extracurricular activity.
 3. Identify which students and approximately how many students will be affected.
 4. Complete the attached budget form, making copies as needed. Include associated costs such as fees, purchase of resource materials, books, services, equipment and supplies. . When listing your expenses remember, the district tax exemption can be used if you pay by cash, money order or district check however, if paying by personal check please include sales tax.
 5. In one short sentence, please write a summary of the project, which ALMM may use when announcing award recipients to the public (this summary should appear on the cover page and last page of application).

CRITERIA FOR SELECTION:

Projects should (consider one or more of the following):

- **Directly benefit/involve students**
- **Improve students' achievement and / or self-esteem**
- **Encourage parent/community involvement with students / schools**
- **Assess/improve curriculum or instructional effectiveness**
- **Encourage interdisciplinary instruction, team teaching, multi-age structures and / or cooperative learning experiences**

Consideration for granting requests may also be based on the following:

- **The number and description of students who will benefit**
- **Objectives which can be monitored, measured, and evaluated**
- **Potential for replication by other teachers/schools**
- **Projects which cannot currently be funded by the district**

For additional information, contact your ALMM School Liaison or Links to Learning Chairmen, Donna Buchert, Sondra Flaker or Barbara Mayer (445-3848).

Application Deadline – Friday, September 21, 2007

(Applications received at the Board Office after this date will not be considered.)

