



## 2017-2018 GUIDELINES FOR THE LEAD OKLAHOMA COURSES

In order to participate in and become eligible for a LEAD grant, each school site must complete the following **mandatory** steps noted below:

1. Undergo training in the LEAD curriculum.
2. Submit the annual Program Site Agreement Form with teacher and administrator signatures and contact information.
3. Ensure that all funds from previous years have been accounted for via submission of the completed Expenditure Report Form along with receipts and/or other supporting documentation such as invoices. Please note that **this report is due in May**. No additional funds will be awarded until all carryover funds from previous OTC grant awards have been utilized.
4. Utilize the expenditure list for acceptable ways to spend the grant funding.
5. Agree to keep in communication with the OTC grant coordinator regarding the program in your school and arrange site visits as needed.
6. Notify the OTC grant coordinator if there is a significant change in your program (new teacher, program/course updates, etc.)

If none or only part of the information above is received, no funding will be provided to the LEAD school for the next academic year. Additionally, measures may be taken for reimbursement of funds from the previous academic years.

Once ALL reports are received, the school will become eligible for a LEAD grant **up to** \$500 per course. This grant disbursement will be initiated in September and mailed out by early October.

**NOTE:** The provision and amount of funding is **contingent** on annual state program appropriations.

At the end of the academic year all schools must submit an expenditure report along with receipts indicating how funds were used. The cost of any expenditure that exceeds the awarded amount is assumed by the school. Additionally, there will be mandatory surveys that must be completed and submitted as well. Periodic feedback will be necessary for continued support. Thank you for your support and your diligence in the goals to recruit, retain and place teachers in Oklahoma schools.