

**PROCEDURES FOR SATELLITE DISTRICTS REQUESTING SUPPLEMENTAL FUNDING**

The following procedures apply to satellite district requests for supplemental funding above IGA approved disbursements.

**A. Narrative and budget components:**

- 1. A narrative description of how requested funds will be used to further the goals of career and technology education for students of the academy district:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Include supporting information identifying the following:

- a. state approved vocational program targeted for supplemental funds:

\_\_\_\_\_

\_\_\_\_\_

- b. proper vocational certification of classroom teacher: yes \_\_\_\_\_  
no \_\_\_\_\_

- c. identify appropriate vocational level(Level 1, Level 2, Level 3): \_\_\_\_\_

- d. if funds are for a single course identify the sequence of the course to vocationally approved programs within the satellite district: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. A detailed accounting of how IGA disbursed funds have been allocated by the satellite district:

M&O: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Capital: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Attach a detailed budget that identifies the type of funding requested, (ie. one time funding, supply funding, capital funding) and amount requested:

Type: \_\_\_\_\_  
Amount: \_\_\_\_\_

4. Satellite district contact person: \_\_\_\_\_

**B. Satellite district approval**

1. Superintendent approval of the request for additional funds:

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Denied \_\_\_\_\_ Date \_\_\_\_\_

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**C. Academy components**

1. Review of written proposal by academy staff
2. Meeting with academy staff to discuss satellite proposal
3. Presentation to academy board by satellite staff
4. Recommendation of academy staff
5. Board action