

Through the generosity of the Dan Murphy Foundation and the commitment and contributions of the PLACE Alumni Council, instructional material grants of up to \$200 each are once again being made available to PLACE Corps teachers.

We invite you to submit a one page request for funding for materials which will serve to enhance the school and the students' educational experiences. Proposed materials should be tangible and durable to allow students and schools to enjoy many years of usage. PLACERs at the same school site may wish to combine their funds to purchase a more substantial item. (Unfortunately, iPads or tablets are ineligible.)

Request for Funding Instructions:

Please submit a professional one-page document detailing the following:

1. Date
2. Full name(s) of PLACER Requestor(s)
3. Cohort(s) of each
4. School
5. Grade Level(s) and Subject Area(s) Taught by each
6. Description of materials/equipment/supplies
7. Rationale (describe how the acquisition will enhance the educational experience of PLACER students)
8. Detail of anticipated costs [including individual(s) or school that will cover anticipated overages]
9. Signature or e-mail approval of School Principal
10. Requests should be submitted directly to the PLACE Office in person or via e-mail: place@lmu.edu or via fax: 310.338.4422.

Requirements and Deadlines:

1. Requests for funding are due to the PLACE office/staff no later than Friday, October 21, 2016.
2. Awarding of requests by PLACE Alumni Council will be made Friday, November 4, 2016.
3. After approval and subsequent purchase of materials, complete the attached request for reimbursement and include detailed receipt(s) identifying item(s) purchased and total amount spent. This is due to the PLACE Office/staff (in-person as receipts must be originals) no later than Friday, December 2, 2016
4. Thank you note addressed to the Dan Murphy Foundation and submitted directly to the PLACE Office/Staff no later than Friday, December 16, 2016. All thank you notes will be submitted together in one bundle to the Dan Murphy Foundation by the School of Education Director of Development. The thank you may be typed or handwritten, and should include:
 - i. Your name(s), school, grade(s), and subject(s) as applicable;
 - ii. A photo of your students using the item(s);
 - iii. A comment on how the item(s) have enhanced their student experience; and
 - iv. A signature by each PLACER involved in the purchase.

