

Title I Tidbits

April 29th - May 3rd, 2024



Many schools are receiving decodables from TCM. When your order arrives, please be sure to check in the items, stamp with the Title I stamp, and enter into your school's inventory spreadsheet. When you have finished checking in your order, please sign and date your invoice and send to me!! (I would suggest making a copy of the invoice and keeping it for your records.)



All Title I School Principals were provided a Title I stamp at the November Principal's meeting. If you cannot locate this stamp, you will need to either put a label in all books that read "Title I" or you are going to need to write "Title I" in each book. We do not have any extra stamps at the Federal Programs Office.



For all other Title I orders, your pink copy of the PO and the invoice goes to Karen Capozzi in Finance, not to the Federal Programs office. When you send invoices here, it delays payment to vendors.



Be sure you are uploading your artifacts to your Title I Website. The checklist can be found [here](#). All items should be uploaded by June 7th.



Work on your Title I School Brochures. A rough draft is due to the Federal Programs office by June 28, 2024. The required components for your brochure can be found [here](#).



When you are sending in Reimbursement Requests, please be sure you are attaching all required documentation. You need the following: PO Request Form, District PO form, Copy of Parent Invitation, Copy of Agenda from Meeting, Copy of Parent Sign-in Sheets, Copy of Receipts, Copy of the Check where your school either paid for or reimbursed someone for purchasing. If you are missing any of these items, it will be returned to you!!



As you are submitting Workshop Reimbursements, please be sure to attach all required documentation. You need: A copy of the Estimate of Travel, an Expense Reimbursement Form, Itemized Receipts (signed, no alcoholic beverages), Copy of Agenda from Meeting, Mileage from Mapquest (if applicable). Please be sure that receipts are taped to a sheet of paper, not just stapled and attached. If any of the items are not submitted it will be returned to you. Please remember that we will ONLY reimburse up to the per diem and we do NOT reimburse tips!



Work on your Title I School Brochures. A rough draft is due to the Federal Programs office by June 28, 2024. The required components for your brochure can be found [here](#).



"What you do makes a difference, and you have to decide what kind of difference you want to make."

- Jane Goodall

Are you making a positive difference in the lives of those around you?

