

# Oregon Education Association Foundation

6900 SW Atlanta Street, Portland, Oregon 97223 Phone (503) 684-3300, Fax (503) 624-5814

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## OEA Foundation Grant Approval

TO:

CHILD'S NAME:

Amount Awarded:

Purpose:

Award Date:

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**\* \* THIS SHEET CONTAINS IMPORTANT INFORMATION. PLEASE READ CAREFULLY! \* \***

*Thank you for your work in assuring that the basic needs of your students are met. If you will please assist us by following the guidelines below, it will help us in continuing the work of the Foundation:*

- DO NOT purchase gift cards or certificates with Foundation grants
- Funds should NEVER be turned over to a student, parent, guardian or family member
- Funds must be spent ONLY on behalf of the student on the grant application form, and ONLY for the items approved in the grant application process (no substitutions without prior authorization)
- A note about school supplies: OEA Foundation grant funds should not be used to purchase school supplies. We encourage members to explore local options in obtaining school supplies for children who need them (for example, through retailer programs offered by Fred Meyer, Target, etc.)
- If you are administering more than one grant at a time: please do not shift any portion of the funds you have received from one student/grantee to another, without prior approval. (It is expected that the FULL AMOUNT of each grant will benefit the specific child in whose name it was awarded.)

**REMEMBER: You have agreed to personally make and/or personally participate in all purchases.**

**To fulfill the requirements of your funding, collect and return all receipts and a copy of this letter (along with any remaining grant funds, if the total grant was not expended) within 30 days to:**

**OEA Foundation  
6900 SW Atlanta Street  
Portland, OR 97223  
Attn: John Larson, Chair**

**Thank you again for your dedication to public education and meeting the basic needs of all students. We hope this grant will help your student succeed in school.**