**Online Outcome Report**

**Deadline May 4, 2020**

Investing in the great ideas of teachers is a key strategy of Champions For Learning for ensuring the highest impact learning experiences for every child in our community. Sharing the outcomes of each grant project is the best way for teachers to make sure the funders and the broader community get a sneak peek inside Collier County classrooms.

Please read the instructions below carefully and contact Amy Snyder at 239-643-4755 with any questions or concerns.

**# 1. Upload your Outcomes Narrative to the on-line portal:**

* Go to your classroom grants profile and for each funded grant you will see “Grant Status Fulfilled”.
* Below that box, click “Impact to My Classroom.”
* Complete the three (3) requested fields: number of students impacted; short narrative detailing outcomes of the project; and upload pictures.
* RECOMMENDATION: Open the profile in Google Chrome for the smoothest process.

**#2. Instructions for sending in Expense Form and Receipts**

* Complete the attached budget summary. For a project with extensive receipts, group in categories and label receipts to correspond with listed categories.
* Scan and e-mail receipts to Teri Distler at [TDistler@ChampionsForLearning.org](mailto:TDistler@ChampionsForLearning.org)
* For a balance of more than $10.00, please return full amount. Checks payable to Champions For Learning. These funds are returned to the grant fund for re-investment the following year.
* RECOMMENDATION: Do not include anything unrelated to the grant project on the receipts. If receipts contain items from multiple categories within the project (ex. Vegetable seeds, planters boxes, construction paper), make sure to label appropriately and total.

**#3. Donor Thank You Notes**

* Donor “Thank you” notes to: C/O Champions For Learning via Pony (Box 119) or mail to 3606 Enterprise Ave, Suite 150, Naples FL 34104. Notes can be sent when grant is received, or when the project is completed.

RECOMMENDATIONS: (1) Complete the outcome report and submit expenses as soon as your project is complete. Do not wait until the end of the year, as it’s very easy to lose receipts. (2) Reach out immediately if you run into any roadblocks. Do NOT wait until the end of the year to share any problems with completing the project.

**2019-20 Grant Expense Form**

**Yes, I have uploaded my outcomes and photos in my online profile.**

**Grant Recipient Name(s): Pete Cade**

**School: Highlands Elementary School**

**Grant Project Title: Seating for Success**

|  |  |
| --- | --- |
| **Description of Item** | **Cost** |
| 2 stools @ $106.99 each | 213.98 |
| 2 teal blue armless chairs @ 92.03 each | 184.06 |
| 6 pack of white pillows - $36.99, 2 book lover pillow covers - $10.99,  2 reading pillows @ $8.99 each, 2 pack pillow inserts - $19.99, 1 book lover pillow - $8.99, 2 NIDITW pillow cases - $8.29, 1 Never Judge a Book Pillow Case – $7.99 | 119.51 |
| Coffee Table | 129.99 |
| Modern Cushion Loveseat Sofa | 189.99 |
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| Taxes: 36.96 | **Subtotal: 837.53**  **TOTAL PROJECT COST**  **$ 874.49** |

**Were there any additional donated contributions or items supporting your project?   
 If so, briefly describe.**

**Please attach this completed document along with the receipts and email to:** [TDistler@ChampionsForLearning.org](mailto:TDistler@ChampionsForLearning.org) **by May 4, 2020.**