

Adult, Career and Technical Education (ACT) Department

NEW PROJECT REQUEST FORM



The Adult, Career and Technical Education Department is committed to the success of all programs and will be awarding funds based on the forward movement of programs where the most student benefit is derived. The intent of this form is to gather information to be used to fund large capital projects, projects that would require a higher level of funding than what would be submitted on the current ACT New Equipment Request Form. This includes large projects such as a complete new lab renovation, total technology upgrades, or a large piece of capital equipment that would cost tens of thousands of dollars. This innovative initiative allows career and technical education programs that are committed to moving forward the opportunity to upgrade their technology or in most cases, the computer hardware.

Advance thought, planning and research play an integral role in the successful implementation of any equipment placement in our schools. It is the responsibility of the classroom teacher, department chair and designated school-based administrator to research and submit a complete plan. It will take the commitment from the classroom teacher to successfully implement and document activities directly related to moving the programs forward. The classroom teacher will also commit to obtaining the needed training associated with the implementation of a new lab or equipment.

Please use a 1 to 2 inch binder with tabs to submit your New Project Request Form. Requests can be submitted only once a year (**November 21**). Availability of funding fluctuates from month to month. There is no guarantee that 100% of the requests can be honored. However, in years past the vast majority of the completed submitted requests for new labs were approved and funded.

All information must be typed.

Name of School _____

Department _____

Principal's Signature _____

The School will contribute \$_____ toward this purchase.

Contact Person Requesting the Funds _____

Course Name & Number _____

CTSO Associated with Project _____

Number of Students Affiliated (Attach affiliation Form) _____

Description of Requested Project:

How will this purchase advance your current program?

Allocation request (may be multiple years if needed):

FY 10-11 \$
FY 11-12 \$
FY 12-13 \$

Lab Equipment Request Approved by Advisory Council: _____ (Signature of Advisory Council Chairperson)			
Principal _____	Date _____	Department Chairperson _____	Date _____

Return your new project request form along with your notebook including the 17 point documentation to the ACT Department, School Support Center 5th

1. **D**ocument by showing what has been done to ensure that rigorous and relevant curriculum (industry standards and national standards) is in place and utilized.
2. **D**ocument that the current DOE Frameworks (student performance standards) are currently used in your program and show how this is a complete program of study that will lead to an opportunity for the Gold Seal Scholarship for your students. (Ex. copy of program course offerings and DOE frameworks).
3. **A**ttach documentation that illustrates how the Sunshine State Standards (the application of learning, the process - NOT the project) are integrated into the program. (Ex. lesson plans correlated to Spectrum/SSS).
4. **D**ocument by showing program advisory committee meeting dates, rosters of membership and attached minutes that show this request is supported by business and industry. (Ex. signature/minutes).
5. **P**rovide a list of teacher content area professional development that has been achieved or is planned in order to prepare for this new equipment request.
6. **D**ocument the current career and technical education articulation and recruitment efforts with which you school has been involved. (Ex. flyers, videos, handouts, presentations)
7. **A**ttach digital photos from your program showing the tools and equipment (not computers) being used in a safe manner that meet or exceed current industry standards. (Ex. digital photos printed of lab in use).
8. **D**ocument the current program enhancement budget received from the ACT department and principal; this will include the new lab purchase. (Ex. financial report from bookkeeper).
9. **W**ork-based learning or capstone course type experience is essential for all students in the career and technical education program; please attach your student outline of this experience.
10. **R**ecruitment of students (gender equity needs to be taken into account) is essential for program success. (Ex. please attach your promotional materials used to achieve this goal).
11. **C**ommunity/guidance/principal/support center visits are all critical to the support of your program. (Ex. please attach digital photos of events to showcase your program or written materials such as invitations sent for others to see your program in action).

12. Newspaper/media exposure is critical to success and gaining outside support. Please attach copies of printed exposure or a record of media events used to showcase your program.
13. Awards/teachers/students/programs all play a role in the perceived validity of the program. Please list the awards received (in the event of classroom awards), list the criteria used to determine who would receive the award, and a list of recipients who have received the award(s).
14. Manageable class size is critical to the success of the program and also demonstrates the school's support for the success of the program. List the class title and the number of students enrolled each semester.
15. Document the legislative content area support to keep the funding for career and technical education programs. (Ex. letters, e-mails to legislators).
16. List the content area professional participation such as memberships, service or elected offices held. (Ex. copy of membership card).
17. Document the programs CTSO involvement such as local, district, state and national participation.