## **Pooling Funds**

For Year 4, your schools must submit a complete, <u>separate</u> application for <u>each</u> BEDS code.

1. Identify the allocations for each BEDS code that pooled funds. Here, we've found the BEDS codes related to Great School.

INST_ID	BEDS_CD	POPULAR_NAME	REMAINING FUNDS	NEW ALLOCATION FOR YEAR 4	TOTAL AVAILABLE FUNDS YEARS 1-4
80000012345	012345678910	GREAT ELEMENTARY SCHOOL	\$0	\$5,385	\$5 <i>,</i> 385
80000067890	012345678911	GREAT MIDDLE SCHOOL	\$0	\$1,030	\$1,030

## 2. Complete a separate reimbursement form for each BEDS code in its entirety.

• On page 3 of each application, check and complete the Collaborating Agency box.

## **Collaborating Agency**

 $\bigcirc$  (check only if applicable to your school) I hereby certify that the school listed is authorized to pool AIS funds with a consortium, a diocese, or other provider.

If your school will be pooling AIS funds with a consortium, a diocese, or other provider, please list the information requested below.

<u>Great Elementary School</u> Name of Lead Entity 012345678910 BEDS CODE (if applicable)

Mrs. A Contact Name <u>(123)456-7890</u> Contact Phone # MA@greatelemschool.org Contact E-mail • You must claim the amounts allocated to each BEDS code. For example, complete the application for GREAT ELEMENTARY SCHOOL, which has \$5,385 in total available funds:

Services/Materials Purchased for Professional Development Please check any purchases that apply below, and then fill in costs for purchases and the vendor name in the appropriate columns to the right.	Amount (list amount spent, if any, on the purchase of this eligible item/service)	Vendor Name
Workshop fees (topics that will improve instruction for struggling students in English language arts and mathematics, e.g., usage of data, addressing the needs of students with different learning styles, meeting the needs struggling students through AIS) *Please attach the syllabus for teacher workshops in which		
reimbursement is sought, along with proof of payment and proof of attendance (sign-in sheets or certificates of attendance).	\$5,385	A+ Math Presenters

GREAT SCHOOL spent \$6,000 on a math workshop for teachers in grades 3-8, so teachers from both GREAT ELEMENTARY SCHOOL and GREAT MIDDLE SCHOOL attended. They can claim for this expenditure on both schools' AIS reimbursement forms.

• Now complete the application for GREAT MIDDLE SCHOOL, which has \$1,030 in total available funds:

Services/Materials Purchased for Professional Development Please check any purchases that apply below, and then fill in costs for purchases and the vendor name in the appropriate columns to the right.	Amount (list amount spent, if any, on the purchase of this eligible item/service)	Vendor Name
Workshop fees (topics that will improve instruction for struggling students in English language arts and mathematics, e.g., usage of data, addressing the needs of students with different learning styles, meeting the needs struggling students through AIS) *Please attach the syllabus for teacher workshops in which reimbursement is sought, along with proof of payment and proof of attendance (sign-in sheets or certificates of attendance).	\$615	A+ Math Presenters

GREAT SCHOOL spent \$6,000 on the workshop. They decided to claim \$5,385 using the elementary school BEDS code, so they are claiming the remaining \$615 using the middle school BEDS code.

**3.** The schools will now submit the related applications, with the workshop syllabus, proof of attendance, and proof of payment, in a package.