



## Alliance for Catholic Education

### Financial Support for Essential Teaching Supplies

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#### PURPOSE

For **first-year** teachers in schools that lack basic educational materials, ACE will budget \$2,500 annually for the purpose of supplying ACE classrooms with essential supplies with a limit of \$50/teacher. Supplies must be approved by your academic supervisor, and will only be reimbursed if an allotment for essential teaching supplies remains. Therefore, it is encouraged that you check with Kathleen Fulcher, Senior Program Manager ([ksucher@nd.edu](mailto:ksucher@nd.edu)) before purchasing any supplies.

- ▶ **Who is Eligible:** First-year ACE teachers in schools that lack basic educational materials
- ▶ **Amount:** \$50 awards
- ▶ **Deadline for application:** October 1
- ▶ **Approval Process and Notification:** Supplies must be approved by the ACE teacher's university supervisor. Once the information form (see pg. 2) and receipts of approved expenditures (.PDF or .JPEG) have been submitted to Kathleen Fulcher, Senior Program Manager ([ksucher@nd.edu](mailto:ksucher@nd.edu)) for payment, payment can be expected within 2-3 weeks. Please note, payment is through direct deposit.

#### APPLICATION PROCESS

- I. Complete the ACE TEACHER INFORMATION FORM and secure necessary signature.

#### Examples of Essential Teaching Supplies

##### Consumables:

- Staples
- Tape (masking & scotch)
- Color pens, markers, & crayons
- Glue
- Paper clips
- Index cards
- Rubber bands
- Post-it Notes
- Push pins
- Fasteners

##### Non-consumables

- Whiteboards
- Stapler
- Folders
- Scissors
- Binders
- Small bulletin boards

Non-Consumables:



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**FINANCIAL SUPPORT FOR ESSENTIAL TEACHING  
SUPPLIES ACE TEACHER INFORMATION FORM**

ACE Teacher Name: \_\_\_\_\_

School: \_\_\_\_\_

ACE Community: \_\_\_\_\_

Description of Essential Teaching Supplies & Costs:

Item Description	# of Items	Cost	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
ACE Teacher Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Supervisor Signature \*

\_\_\_\_\_  
Date

Complete and send along with receipts of APPROVED EXPENDITURES (PDFs are fine) via e-mail with subject line: **Financial Support for Essential Teaching Supplies** to **Kathleen Fulcher, Senior Program Manager** at [ksucher@nd.edu](mailto:ksucher@nd.edu).