



Gallons of Gratitude Program



Instructions for Teachers (Certified Staff)

Tri Energy Cooperative (Cenex) has donated \$37,000 to the DPS Foundation to be used to support teachers in the classroom through their Gallons of Gratitude Program. Every classroom teacher (certified staff member) will be able to purchase up to \$105 of classroom materials to enhance education in their classroom.

- 1) Teachers (certified staff) can order or be reimbursed for up to **\$105** of classroom materials. Purchases must not exceed \$105. You will not be reimbursed for more than \$105.
- 2) **Purchases** - You can choose to be reimbursed for classroom materials you have purchased, order materials using your building's PCard, or by following your building's purchase order process. Please work with your building secretary to order or be reimbursed. Purchases must be made from **July 1, 2023, through December 15, 2023**. To get reimbursed, fill out a **District Check Reimbursement form** and **submit it to your building secretary along with your receipts. Receipts are required for all reimbursements. Do not send the check reimbursement form to the DPS Foundation.** Please submit for reimbursement **one time** in order minimize paperwork.
- 3) **Deadline** – All purchases must be completed and submitted for payment by **December 15, 2023. Don't miss out on this amazing opportunity!!!**
- 4) **Impact Form & Thank You** - **Teachers will be required to complete an Impact form and a Thank you note to Tri Energy Cooperative. The forms will be posted on the Foundation's website and are attached. Pictures and videos are helpful.** Tri Energy Cooperative has requested feedback on the impact their generous donation has made. We share what is purchased, comments, pictures, videos, etc. **We want to make sure that they continue this great program.** Return the Impact form and Thank you to Karen Heidt via email (kheidt@dpsnd.org) or school mail % DPS Foundation. Your school office may also collect the Impact forms and Thank you notes and send them to me in a batch.
- 5) If you have any questions, please contact your building Principal or building secretary or you can reach out to Karen Heidt at kheidt@dpsnd.org.

Thank you for everything that you do for our students! Have a great year!