



Education Committee Direct Funding Program Guidelines

A qualified, well-educated workforce is critical to the future of our business community. Our Chamber focuses on efforts to improve and support our local educational entities as part of our Strategic Plan.

It is the Midland Chamber's desire to serve as a conduit through which local businesses can connect with and support local educational programs, fulfill classroom needs, and serve as a resource for providing the best possible educational foundation for tomorrow's business leaders.

Prior to granting any funds, requests will be vetted with the assistance of the MISD Education Foundation staff to determine if another means of funding is more appropriate:

1. School PTA/PTO organization
2. Grant from the MISD Education Foundation
3. Direct assistance from an existing campus partner

Procedures for Networking Requests:

When a request is submitted through the form at www.MySchoolNeeds.org, the following steps will be taken to share the request with the community/Partners in Education.

1. The request will be added to the [Current Needs](#) page of the Partners in Education website.
2. The request will be added to the School Needs album on the Partners in Education [Facebook Page](#).
3. The request will be emailed to the School Needs email group consisting of Partners in Education and local businesses/organizations.
4. The request will be shared with the school's Campus Liaison so that existing Partners can be notified.

Requests for Financial Assistance/Direct Funding:

When school needs cannot be met by other means, needs will be reviewed by the Midland Chamber's Education Committee. Decisions made by the Education Committee that include the granting of money or purchasing of supplies must reflect the values and guidelines listed below.

1. Should directly benefit students, faculty, or facilities at a Midland, TX school
2. Should contribute to a campus's or classroom's curriculum or goals
3. If funding will go towards items/supplies that can be used long-term (multiple semesters or school years), priority will be given to those that will be shared amongst classrooms/teachers. Other requests will still be considered.



4. Requests for items that are a continually recurring need will not be considered. (ex: printer ink, facial tissues, food/drinks for break room, subscription renewals, etc.)
5. After awarding of funds or supplies, duplicate requests made by the same teacher or multiple teachers at the same campus will no be considered.
6. Teachers/Staff are limited to one successful request for funding per school year, unless the funding requested benefits the entire campus or an entire grade level.

Requests up to \$500 can be approved by a unanimous vote of the following:

1. Chamber President and CEO, Bobby Burns
2. Midland Chamber Education Committee Chair

Grants over \$500 will require a majority vote of the Midland Chamber Education Committee and final approval from the Chamber President and CEO. Committee may recommend full or partial funding. Partial funding would occur if it is determined campus may be able to source additional matching funds via PTA/PTO organization or other sources (MISD Education Foundation staff would be integral to these discussions).

Distribution of Funding:

Once approved by the committee or by unanimous vote from the committee Chair and Chamber CEO, the following options for distribution of funds will be presented to the applicant.

1. **The Chamber will directly purchase** related supplies, equipment, or services related to the request and have them delivered to the campus.
2. **The Chamber will write a check** once the applicant provides a W9 and completes a reimbursement form including receipts documenting all expenses.
 - a. A 1099 will not be issued to applicants who submit a W9 if the check is under the amount of \$600. The W9 is used as documentation that the check is being administered to a valid person.

Funding provided by Partners:

If a Partner in Education wishes to provide funding for a specific request(s) through the Midland Chamber Foundation, they will be invoiced and provided with a receipt for their contribution. Checks can be made out to "Midland Chamber of Commerce Foundation" and mailed to 303 W Wall St, Suite 200, Midland, TX 79701.

Once the funds are received, the Midland Chamber will purchase supplies, equipment, or services related to the request(s) for the appropriate campus(es). The Partner providing the funding will receive the following recognition:

1. 1 Facebook post on the Partners in Education page in relation to their donation. Typically, when supplies or services are delivered to the school.
2. Their logo added to the Current Needs page of the Partners in Education website when the need is moved to Fulfilled Needs.



3. Verbal recognition to school staff present upon delivery of the supplies to the campus.