

# OEA Foundation Guidelines



These guidelines establish the process used by the Foundation to award grants to OEA members.

- Individual requesting the grant must be an active member of the Oregon Education Association.
- Spending must be pre-approved through the grant process.
- Funds must be used for the student identified on the grant application. Please apply individually for each student (we cannot provide funds for a group or classroom). Student must be enrolled in an Oregon public school where employees are members of the Oregon Education Association.
- OEA member must make all purchases- money may not be given to parents or students.
- **NEW for COVID-19:** In response to COVID-19 and social distancing orders, we are temporarily allowing the purchase of gift cards for items. We ask that **itemized receipts** be collected as much as possible and returned for all purchases made with a gift card. Receipts may be emailed to [oeafoundation@oregoned.org](mailto:oeafoundation@oregoned.org)
- Please shop wisely to assure the dollars go as far as possible to meet the needs of our students. Hundred-dollar tennis shoes are nice, but not a basic need (if there are extenuating circumstances and special shoes are required that would be a basic need).
- Students may receive only one grant of \$100 in a school year (September 1- July 15). In the case of extenuating circumstances, this amount may be adjusted by the OEA Foundation Board.
- A maximum of \$2,000 is awarded to a school per school year. **NEW as of 2020: Title I buildings are eligible for a maximum of \$4,000 per school year.** For community colleges, the maximum amount is \$5,000 per school year.
- The Foundation strongly encourages grantees to help increase Foundation donations and participation by publicizing the donation and grant process with your community.

The following two lists are to help you as you complete the grant request. If your request does not fit within these parameters and you would like some assistance in finding alternate resources or support, please feel free to contact us.

## Generally approved (K-12, Community College)

- Clothing
- Shoes
- Vision care, including eyeglasses
- Dental or hearing care
- Medication
- Doctor visits
- Fees to obtain GED/Oregon ID
- Personal hygiene items
- Backpacks

## Community College only

- Classroom/program fees
- Transit needs

## Generally not approved

- Money for on-going expenses like:
  - Rent
  - Food
  - Utility bills
- Furniture
- Athletic clothing or fees
- Graduation robes
- Fees for tutors or enrichment activities
- Gas money, transit passes (K-12 only)
- School supplies, including college textbooks