



April 16, 2018

Dear Principal,

As emailed to you already, CONGRATULATIONS on one of your teachers winning one of our Teachers and Technology grants. Enclosed you will find the check and grant guidelines.

Members of our team will be reaching out to finalize the check presentation and photo to surprise the teacher and announce that he/she is a winner!

Congratulations again and please keep it a SECRET that this teacher won! Thank you in advance for your cooperation and please feel free to reach out with any questions you may have!

Sincerely,

Jason Chan

CenturyLink Central Region Market Development Manager

(702) 349-5753

Jason.Chan1@centurylink.com

## McConnell, Michael

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**From:** Chan, Jason <Jason.Chan1@centurylink.com>  
**Sent:** Thursday, March 22, 2018 11:25 PM  
**To:** McConnell, Michael  
**Subject:** CONGRATULATIONS! One of your teachers won a CenturyLink Teachers and Technology Grant!

Dear Principal McConnell,

CONGRATULATIONS! I'm pleased to inform you that one of your teachers, Mabel Rivera, is a winner of one of our 2018 Teachers and Technology grants. This teacher's project, Full STEAM Ahead!, will be funded with \$4804.5! As exciting as this is, **please keep this information to yourself as we like to surprise the teachers with a check presentation.** With this in mind,

**1. PLEASE DO NOT TELL THE TEACHER!**

2. We are tentatively scheduling check deliveries for the weeks of April 16-27<sup>th</sup>. The gist of the check presentations is a CenturyLink representative will speak for a few minutes congratulating the teacher, the check will be presented and a picture will be taken so it's a pretty short and sweet process. Therefore, please let me know if there are any issues or special circumstances I should know about as I try to schedule these presentations such as testing, days off, etc. I think we will generally be sticking to presenting between 9 AM and 2PM on the day we come to you.

That should be it. Congratulations again and please **DO NOT let anyone else know about winning the grant yet!** Please reply with any scheduling concerns you have and have a great day!

Sincerely,

Jason Chan

Central Region Marketing Manager

(702) 218-5299

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# CENTURYLINK CLARKE M. WILLIAMS FOUNDATION

April 12, 2018

Mabel Rivera  
Innovation Academy  
825 W. Desert Fairways  
Oro Valley, AZ 85755

Dear Mabel:

The CenturyLink Clarke M. Williams Foundation is pleased to enclose a Teachers and Technology grant check in the amount of \$4,804.50 to Innovation Academy for the Full STEAM Ahead! project.

Funds from this grant should be spent by December 31, 2018 and the project described in the grant should be fully implemented in your classroom during the 2018-2019 school year.

Please note that the Foundation requires a timely update on the program being funded by this grant. As part of our online procedure, the CenturyLink Clarke M. Williams Foundation has adopted a standardized format for our grant reporting. This report will help us assess the impact of our grant making program and better understand the work being done by your organization. Please expect to be contacted via email during the first half of 2019 with requested reporting guidelines and a link to upload this information along with receipts from your purchases directly into our grants management system. We appreciate your feedback and value its importance in helping us assess the effectiveness of our program. We look forward to hearing of your progress.

The CenturyLink Clarke M. Williams Foundation wishes you and your organization every success in your important work. If you have any questions concerning this grant agreement, please contact Foundation Source, the administrator for the CenturyLink Clarke M. Williams Foundation, at 800-839-1821.

Sincerely,

Foundation Source  
Administrator, CenturyLink Clarke M. Williams Foundation

<b>Address for expressions of your organization's appreciation of this grant</b>	<b>Fax number for grant receipts and confirmations</b>
Kristy LaCroix c/o CenturyLink Clarke M. Williams Foundation 100 CenturyLink Drive Monroe, LA 71203	Fax: (203) 549-0835

**CENTURYLINK CLARKE M. WILLIAMS FOUNDATION  
GRANT TERMS AND CONDITIONS**

**Grant Amount:** \$4,804.50

**Grant Recipient:** Innovation Academy (the "Grantee")

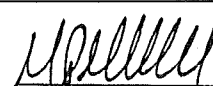

- a. **Tax-Exempt Status of the Grantee:** The Grantee is an exempt governmental unit treated as a public organization under Internal Revenue Code Section 509(a)(1).
- b. **Grant Purpose and Expenditure of Funds:** The Grantee agrees to apply the grant funds exclusively toward the Full STEAM Ahead! project, which is administered by the Grantee. The grant funds are not to be used for any other purpose without the Foundation's prior approval in writing. However, if such use would require the Grantee to distribute the grant funds without the Grantee's discretion to another entity or individual, this grant will be deemed general and unrestricted with a non-binding recommendation that the grant funds be used for the specified purpose. The Grantee further agrees to use the grant proceeds only for educational, scientific, literary, religious or other charitable purposes consistent with the Grantee's above described tax-exempt status. The Grantee will not use any of the grant funds to influence any legislation or the outcome of any election, to conduct a voter registration drive, or to pay the overhead expenses attributed to any such activities. Additionally, the Grantee will not use any of the grant funds to satisfy a charitable pledge or obligation of any person or organization other than the Foundation, or to provide any tangible economic benefit to any Foundation manager or substantial contributor or their respective family members.
- c. **Return of Grant Funds:** The Grantee agrees to return any grant funds not expended for the purposes described above to the Foundation, c/o Foundation Source at 55 Walls Drive, Suite 302, Fairfield, CT 06824-5163. The rules governing private foundations also require the Grantee to return the enclosed grant if the Grantee is no longer recognized by the Internal Revenue Service as having the above described tax-exempt status.
- d. **Foundation Connection:** If the Foundation, alone or together with its officers, directors, trustees, substantial contributors, and the family members of the foregoing individuals, "controls" the Grantee, the grant may be subject to additional terms or rescission. Here, the term "control" means the ability to require the Grantee to make or refrain from making an expenditure. If this is the case, the Grantee may not expend any of the grant funds and must notify Foundation Source immediately. Additional conditions may apply, and it may be necessary for the Grantee to return the grant funds.
- e. **Other Terms:** These Grant Terms and Conditions encompass the entire agreement between the Foundation and the Grantee, and supersede all previous understandings and agreements between the Foundation and the Grantee, whether oral or written. This grant is subject to these Grant Terms and Conditions; by cashing the grant check the Grantee indicates its agreement to these terms. The term "Foundation" means the foundation making this grant.

**GRANTS PROJECT COORDINATION**


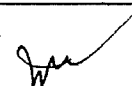
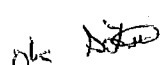

**PROJECT PROFILE**

\*Forms should be submitted to Mike Bejarano, School Operations  
Executive Director Student Services



<b>Working title:</b>	CenturyLink \$5,000 Grant
<b>Target population:</b> <i>(Which schools, grades, staff, etc. are impacted?)</i>	Innovation Academy 2-3 grades
<b>General problem addressed by the project:</b>	Non-fiction STEM based texts and building materials for students.
<b>Project Synopsis:</b> <i>(Please also attach the proposal abstract or any additional clarifying information needed.)</i>	This grant money would be used to purchase sets of books for second and third grade to be used in the Maker Lab and in the classrooms. The titles would range from STEM careers to STEM related themes that are studied in the classroom. Also, we would get Rokenbok STEM building sets for construction and basic robotics.
<b>Source and amount of funding requested:</b>	\$5,000 COST REIMBURSEMENT GRANT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Funding will pay for:</b> <i>(People, equipment, materials, training, services, supplies, etc.)</i>	Books and Rokenbok materials for construction as well as materials for other STEM projects from science tools websites.
<b>District contribution(s):</b>	\$0
<b>Potential partners &amp; their contributions:</b>	CenturyLink
<b>Sustainability plan:</b> <i>(Explain how the project will be sustained without committing district funds)</i>	There is no need to ask the district for funding. More grants can be written for more texts and materials as needed in the future.
<b>Principal/Department Authorization:</b>	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">                       _____                      Signature                 </div> <div style="text-align: center;">                       _____                      Name, printed                 </div> <div style="text-align: center;">                     10/30/17                      _____                      Date                 </div> </div>

*Suggest putting the books in the library collection & check out to classrooms.*

*Handwritten notes and signatures:*  
   

<b>Submitted by:</b>	<i>Mabel Rivera</i>		Mabel Rivera
	<i>Signature</i>	<i>Name, printed</i>	
	<i>Date 10/28/17</i> By signing this document, I acknowledge that purchases must follow the district's required bidding/purchasing process and will adhere to USFR* regulations and any other reporting requirements of the funder. All fixtures, equipment and instructional materials (or other improvements) received under this grant will become the property of the Amphitheater School District and not the applicant.		
<b>Phone &amp; Email:</b>	4611 mmcconne@amphi.com	<b>Date</b>	

\*USFR = Uniform System of Financial Records required by ADE and the Auditor General's office for bookkeeping & reporting methods on expenditures.