

March 28, 2012

Ms. Jo Ann Bethany, Principal
Ms. Erica Butler, Teacher
Illinois Valley High School
625 East River Street
Cave Junction, OR 97523

Dear Principal Bethany and Ms. Butler:

Congratulations! We are very pleased to announce The James F. and Marion L. Miller Foundation has awarded Erica Butler a Teaching Award grant of \$3,469. An additional \$1,000 grant has also been awarded to your school to be used for a project that helps to lift and strengthen student achievement.

Enclosed please find documents to complete to receive your awards. They include:

- **GRANT AGREEMENT:** please sign both copies, return one copy to our office and keep the second copy for your files.
- **PAYEE DESIGNATION FORM:** complete and return this form to our office with your grant agreement indicating the payee for the grant. The grant check must be issued to either the school or the school district, and then the grant funds are disbursed to the teacher. Without this information, we cannot cut your checks.

PLEASE NOTE: THE GRANT AGREEMENT AND PAYEE DESIGNATION FORMS MUST BE RECEIVED BY APRIL 30, 2012.

TEACHING AWARDS LUNCHEON:

We invite you to attend a luncheon honoring Miller Teaching Award recipients and their principals or vice-principals. The luncheon will take place in the Crystal Ballroom at the Benson Hotel in Portland on Saturday, June 2, 2012 from 11:30 am to 1:30 pm. The Benson Hotel is located at 309 SW Broadway Avenue. The dress for the luncheon is business professional. For men, appropriate attire is a suit and a shirt and tie or khakis and blazer. For women, any combination of a pant or skirt suit and blouse or sweater is acceptable. At the luncheon you will be presented with your award check and will have the opportunity to meet fellow Miller Teaching Award recipients as well as Miller Foundation directors and staff.


TO RSVP FOR THE LUNCHEON:

- **PLEASE EMAIL:** michelle@millerfound.org BY **MONDAY MAY 14** and indicate your attendance and also note if you have any dietary restrictions.
- If you are traveling from more than 50 miles away to attend the luncheon, please tell us how many miles the roundtrip to Portland is so that we can reimburse you for your mileage.

Again, congratulations on receiving a Miller Foundation Teaching Award. It is our hope that by providing opportunities for professional growth and development to teachers early in their careers, we can help strengthen your commitment, effectiveness and passion for public school classroom teaching.

We look forward to meeting you in June! If you have any questions, please feel free to contact Michelle Reynolds, Program Officer at 503-546-3191 or by email at michelle@millerfound.org.

With best regards,


Martha Richards
Executive Director

The James F. and Marion L. Miller Foundation
Teacher Awards Grant Agreement
March 28, 2012

Grantee: Erica Butler

Grantee School: Illinois Valley High School

Amount of Grant: \$3,469

Date Granted: March 28, 2012

Report Due: February 28, 2013

GRANT REQUIREMENTS:

1. This grant is made with the understanding that grant funds will be expended for the stated purpose and in the manner described in the proposal materials provided to the Foundation
2. The grantee will abide by all provisions of this agreement and will keep adequate supporting records to document the expenditure of funds and the activities supported by these funds.
3. Application materials and the grant report may be used by the Foundation for public purposes to help other educators.
4. If an individual grantee leaves a school during the grant period, the Foundation should be notified. Unspent funds should not be used by another teacher without Foundation approval.
5. The grantee is responsible for keeping all contact information current by promptly submitting to the Miller Foundation any changes in: name, address, phone number and email of grantee or any development that significant affects the ability of the grantee to complete the project.
6. Any equipment or materials purchased under the grant will become the property of the school district in which the project takes place.

GRANT PAYMENT:

Payment for this grant will be made to the school (unless the district policy is for funds to be sent directly to the district). Please complete and return the Designation of Payee accompanying this agreement. **A copy of this agreement signed by the teacher and principal must be submitted in order to receive a grant payment.** The Miller Foundation will issue grant payments as part of its Teacher Award Luncheon hosted in Portland on June 2nd 2012 at the Benson Hotel. All Grantees and Principals or school representative are invited to attend this event.

PROJECT/FINANCIAL REPORT

A form with guidelines for the grantee's use in reporting on this project will be available on the Miller Foundation website (www.millerfound.org). The Grantee shall submit this form with the report to the Foundation as soon as the project is complete, but not later than February 28, 2013. If additional time is needed, please consult with Michelle Reynolds, Program Officer, or via email at: michelle@millerfound.org.

The grantee must include in this report an accounting of the income and expenditures of this project. Please report in a format consistent with the budget submitted at the time the grant was awarded. Occasionally, a representative of the foundation may contact the grantee to review grant activities and expenditures, and the grantee must be willing to make available to the Foundation, at a reasonable time, the financial records related to the activities support by this grant.

IRS STATUS

It is the understanding of the Foundation that the organization receiving the grant funds is tax-exempt as a public educational institution or a 501(c)(3) public charity.

If there is any change in the grantee's status or classification, the grantee must promptly notify the foundation. In the event of loss of tax-exempt status under Federal laws, any unspent funds must be returned to the Foundation.

PUBLICIZING THE GRANT

If the grantee wishes to publicize the grant, the Foundation encourages that. The Foundation would appreciate receiving copies of any coverage this grant received in

newspapers, newsletters, or other publications. If cited in news report, the Foundation prefers to be recognized as the James F. and Marion L. Miller Foundation.

The Foundation updates grant awards on its website and may periodically send out press releases announcing recent grants made in specific locations.


The contact person on this grant project may be contacted by local newspapers or radio/television stations for more details regarding the project. If representatives of the grantee organization are interviewed for media coverage of the activities supported by this grant, the Foundation would appreciate the grantee citing the support of the Foundation.

AGREEMENT

If this document correctly sets forth your understanding of the terms of this grant, please countersign this agreement and return one copy to the Foundation:

By: James F. and Marion L. Miller Foundation
Martha Richards

By: Illinois Valley High School


Signature
Executive Director

Print Name

Signature
Principal

3.28.12

Date

Date