

School Name

Address

MEMORANDUM

To: Federal Programs

From: Name, Administrative Secretary

Date:

Re: Co-Curriculars for 2021-2022 School Year

XYZ School will be providing the following after school activity for our students. We would like to request an academic stipend provided through Title 1. Listed below is the activity we are offering at XYZ School.

Name of Activity

This activity is offered to all LOC students. This activity starts October 5th and runs through March, meeting on Mondays 2:30-4:00. Certified staff members Name and Name will be sponsoring this activity and split 1.0 stipend (.50 each). Typically, we have 5-20 students participate in this activity.

X _____
Principal

X _____
Andrea Everett

X _____
Amy Iverson