



March 9, 2011

Dear Chickasha Public School Teacher:

Attached is your "Grant Package". Your name should **only** be on the cover sheet of the application. The cover sheet will be removed for the selection process. The applicant will be anonymous to the committee. Only the original needs to be turned in to CPSF following your principal's signature. Every teacher is encouraged to submit a grant application.

The committee will be composed of persons representing the community and the CPS Foundation. We are continually reviewing the processes of the Grants to Teachers program to be most efficient for you the teacher, and the committee selection process.

All Grant Applications should **be word processed**. The deadline for submission to your school principal is noon on Wednesday, April 6th, 2011. The grants should be returned to our office by end of school on Thursday, April 7th, 2011. This date allows the committee to process and provide ample time for review and selection. In some cases partial funding may be awarded. Notification of grant recipients will be mid May. Approved grant paperwork will follow normal Purchase Order Procedures and go through your school secretaries, to the purchasing office and will be required upon checkout at end of school. Requisitions will be available mid July 2011.

Thank you for your commitment to our students. We will be celebrating our 25th Anniversary in early April and hope you will choose to be a part of it. We are working hard for you.

Sincerely,

A handwritten signature in blue ink that reads 'Lou Christian'.

Lou Christian
Executive Director

Every Student Needs A Great Foundation

P.O. Box 2443
900 W. Choctaw
Chickasha, Oklahoma 73023
www.Chickasha4Kids.com
Phone (405) 222-6506, ext. 1009 Fax (405) 222-6590