



Frequently Asked Questions – PROJECT BOOST

Q How do I fill out the “Project Boost Check Request 2017-2018” form?

A SCHOOL NUMBER – Please make sure to enter the school number e.g., PS 140, IS 234, etc.)

MAKE CHECK PAYABLE TO – Enter the name and address of the person or institution that is to receive the check.

DESCRIPTION/PURPOSE OF EXPENSE – Enter an explanation of the event. Please note that “Lunch” is not an acceptable answer.

Q Who can sign the “Project BOOST Stipend Disbursement Form 2017-2018?”

A CLAIMANT - This is the person who is getting the funds.

SCHOOL PRINCIPAL – The school Principal must co-sign.

Q How much money do I have available for my school?

A After your initial allocation, whatever the current balance is on your “Project Boost Check Register” form should be the amount of funds remaining.

Q What can we use our Project Boost allocation for?

A Depending on the funding received, here is a sample of suggested activities:

Cultural Museums

Sports Events

Community Service

Hall of Science

Early Stages

Plays & Performances

Educational Films, Movies

College Tours

Museum of Mathematics

Q Can I buy equipment such as a copier, computer, camera, tablet, gym equipment, etc.?

A No, it's not permitted by this program.

Q Where can I get Boost Forms and More Information?

A On CEI's web site <http://www.the-cei.org/project-boost-resource-page/>

For more information please consult Project Boost under **RESOURCES** on CEI's web page. <http://www.the-cei.org/project-boost-resource-page>