



## **Appendix 11 – Private Non-Profit Cooperative**

### **How Do I Access My Title II Funds?**

**According to federal guidelines, all expenditures using federal funds must be reasonable and necessary, so all professional development requests must be carefully selected to meet the needs of the campus. Below are expenditure guidelines to keep in mind.**

#### **6200 – Contracted Services**

- The contracted fee for a presenter will be no more than \$1000 per day for a campus presenter. If the fee is higher, the private school can pay the difference if desired.

#### **6400 – Training Fees**

- The cap on training registration fees per person is \$300 per day or \$500 per week. Campuses should seek out training within the area requiring no travel.
- There is no cap on the number who can attend local trainings when only registration is paid.

#### **6400 – Travel Expenses**

- Up to four participants may attend an in-state conference where travel is required.
- Each private school will be allowed one out-of-state conference per year. Up to two participants may attend.

#### **6300 – Professional Development Materials**

- Materials to be used for professional development such as books and DVD's are allowable.

**Cooperative Memberships that produce professional development are also allowable.**

- Region I Title II Cooperative
- Region I Library Cooperative
- Region I Advanced Academics Cooperative