June 16, 2016

To: Amanda Walker, Vice President for Advancement

From: Pat Naughton, Teacher Education Programs Director

Re: MiT Student Support Account in Foundation 92107 (fund 920107)

Hello Amanda,

The MiT program has secured a donation for the third year in a row from the inspirus Credit Union for the purchase of edTPA vouchers to support teacher certification students within MiT. This year’s $1200 donation was received in early March. It is now time for the MiT program to order the vouchers so our students will have them available to use when they register for the edTPA come September.

Last year, you approved the foundation covering from fund 90001 the $90 administrative fee originally charged to the MiT Student Account, which resulted from the $800 donation in 2014 and the $1000 donation in 2015 from inspirus. Again, the MiT program would appreciate the Foundation covering the 2016 administrative fee of $60 so that this year’s donation of $1200 can be completely used to cover the costs of six $200 vouchers for MiT students as the donor intended.

I have attached the edTPA voucher request form for the Foundation to submit to Evaluation Systems of Pearson for the purchase of six $200 vouchers. Please have Michelle Bartlett finish preparing the form with the purchase order number or prepaid check number and submit to Pearson as soon as possible. We would appreciate confirmation that this request has been processed, as in the past the purchase request languished for many weeks and resulted in some last minute rushing to purchase the vouchers before September. Maggie Foran should be the one to receive the actual voucher forms from Pearson.

Thanks to the Foundation for providing this very needed financial assistance to our MiT students. These vouchers make a huge difference in our students being able to register and pay for the edTPA in a timely manner, before their fall financial aid is dispersed.