



ACTE POSITIONAL GROUP MEMBERSHIP GRANT CHECKLIST

PROPER DOCUMENTATION

- ☐ Perkins Legislation Support Letter
- ☐ Positional Group Membership Form
- ☐ Positional Group Membership Application

WHO IS ELIGIBLE?

- ☐ Membership must be tied to a position and not a person
- ☐ EFE Director
- ☐ District Level Directors
- ☐ High School Department Head
- ☐ Principals or Asst. Principals
- ☐ Teachers

STEPS TO TAKE

- ☐ Determine who will write the request into the grant (EFE or Subgrantee)
- ☐ Determine the positions that will be allowed or applied for
- ☐ Which grant categories should I use?

Recommendations:

1000-300 for Teachers

2120-300 for WBL

Coordinators

2210-300 for Administrators

STEPS TO TAKE CONT'D

- ☐ Inform individual that if they leave their current position that they will lose their membership rights.
- ☐ Include the following language in your grant description:
Purchase IACTE, ACTE and Affiliate memberships for "Insert Position Name Here".
- ☐ Once approved in your grant, complete the ACTE PGM application. This application can be completed for multiple people. The ACTE membership cost is \$80, the IACTE membership fee is \$60 per person and the division costs is \$10 per person, plus the affiliate cost. A check or purchase order must accompany this form.
- ☐ Notification of membership will be sent once the application has been processed.

Please contact the IACTE Membership Chair with any questions
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