

**Southwestern Union Conference**  
**Junior Academy Library Subsidy Application**

\_\_\_\_\_ Conference Office of Education  
Address \_\_\_\_\_

School Name \_\_\_\_\_ Date \_\_\_\_\_

Funds are available each year to authorized junior academies for a minimum of **\$800** spent on print and digital media, but not library equipment, furniture or salaries.

The funds come from the following sources:

1. The junior academy and/or supporting church(es) appropriates **\$400**.
2. The conference appropriates **\$200**.
3. The Southwestern Union Conference appropriates **\$200** after the above funds have been provided.

To obtain library funds the following steps shall be taken:

1. By **February 1**, junior academies will submit to the conference Office of Education supporting information that **\$800** has been spent.
2. By **March 1**, the conference Office of Education will submit to the Southwestern Union Conference Office of Education supporting documents of conference participation.

<u>Date</u>	<u>Where Purchased</u> (attach invoice or receipts)	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<b>TOTAL</b>	<b>\$ _____</b>

**SEND APPLICATION TO YOUR CONFERENCE OFFICE OF EDUCATION FOR APPROVAL**

Approved by \_\_\_\_\_  
(Superintendent of Schools)

Date sent to Treasury Department \_\_\_\_\_ Amount of payment \$ \_\_\_\_\_

Junior Academy FEIN# \_\_\_\_\_

Southwestern Union Conference \_\_\_\_\_ Amount of payment \$ \_\_\_\_\_  
(Check will be mailed directly to the school)

Date \_\_\_\_\_ Approved by \_\_\_\_\_  
(Director of Education)