

Township of Union Schools K-12



Diane Cappiello <dcappiello@twpunionschools.org>

**Fwd: FAST Grant**

1 message

**Lisa Krauze** <lkrauze@twpunionschools.org>

Mon, Jan 4, 2021 at 1:22 PM

To: Diane Cappiello <dcappiello@twpunionschools.org>

Mr. Benaquista,

I recently received a FAST Grant for \$7,500 from the NJEA. Please see the attached letter and grant application for further details.



**Lisa Krauze**

School Library Media Specialist  
Union High School  
908-851-6551





January 4, 2021

Mr. Benaquista,

In November, I applied for and received a F.A.S.T. Grant from the NJEA for a community reading program titled: Union Reads. Pending approval, the event will be combined with Relay for Life on June 5. The goal of the program is to promote literacy on a community level, and will be run in conjunction with Union Public Library.

Union residents and students will be encouraged to read a book on the Relay for Life theme. Program events will include:

- Theme trivia contest with prizes
- Arts and crafts
- Food
- Music

Thank you in advance for your support.

*Lisa Krauze*

Lisa Krauze  
School Library Media Specialist  
Union High School





# F.A.S.T. Project (P)

Local FAST Coordinator **SUZANNE WHITLEY** [Log Off](#)  
 Monday, January 04, 2021

Project Types [Back to Project Summary](#)  
 Help **Activity Summary**

Fiscal Year: 2020-21 Status: **Approved**  
 Approval #: 2018080002P3 Status Reason: While this is scheduled for the Spring, please ensure this outdoor event has appropriate social distancing or a virtual option as backup. - Jaime Valente on 11/16/20  
 9:36:45 AM

Title: Union Reads  
 Activity Date: 6/5/2021 Season: Spring  
 Estimated Attendance: 500  
 Contact Name(s): Lisa Krause  
 Location: Union High School  
 Using Sign-in Sheet:  Yes  
 Explain If No

Description: A combination of the Union Public Library and all of the school libraries to come together to read under the lights on the football field while the community engages in Relay for Life. The participants will be given a book ahead of time and then there will be mini groups to get together and discuss the books and engage in activities around the book.

Turnout Plan: We will send out flyers to each student. We will use the reverse 911 phone system to send out a blast to each family in the district. We will put it on the NJEA social media as well as the library's social media. We will put it on Social Media specifically for Union residents. We will ask the PTA's to put it on their website. We will send out a press release in conjunction with the library.

Recognition: We will have a sign in table and a NJEA banner there. We will put table top advertising thanking the NJEA for their sponsorship.

Follow Up: We will survey the participants to see if they liked the theme and the book selected. If they liked the activities and if they had suggestions for improvement. What was done correctly and what could be improved.

Evaluation: We will follow up with the Public library to see if more students are taking out books.

Is insurance required?

Yes  No

Insurance is required when the activity can be described as the one of the following:

- Any event attended by more than 1,000 people or any event lasting longer than 5 days (It doesn't matter if the local is hosting the event or simply providing a table of giveaways)
- Parades sponsored by the insured
- Carnivals, fairs, harvest festivals, or events with amusement devices, bounce houses or inflatable play structures
- Sporting events, 5K walks/runs, fitness or aerobics classes
- Political rallies (except for voter registration)
- Rock, hip-hop or rap concerts
- Aircraft, motorcycles or automobile runs, rallies or shows
- Telemarking, direct mail or advertising type fundraising campaigns
- Fireworks displays
- Rodeos

[Download Insurance Form](#)

This form should be completed and emailed to your regional office

**NOTE: If your event is going to have amusement devices, bounce houses, or inflatable play structures, your association must obtain a Certificate of Insurance (COI) from the Bounce House Company. In addition, your association should be listed as additional insured on that COI. You will need to provide that COI when submitting your additional insurance application.**

**IMPORTANT – IF THE DATE OF THIS EVENT CHANGES YOU MUST NOTIFY NJEA PRIOR TO THE DATE OF THE EVENT LISTED ON THE INSURANCE CERTIFICATE. OTHERWISE YOUR INSURANCE CERTIFICATE WILL NOT BE VALID ON THE RESCHEDULE DATE.**

### Costs

**Review PRIDE items NOT funded**

#### Renaissance Promotions

Item # / Name

Quantity

Unit Cost

Subtotal

0.00

Sales Tax

0.00 (6.6250 %)

Total

0.00

Browse the online [PRIDE Store](#)

There may be minimum order requirements and allow 20 business days for custom items.

**This section is for budgeting purposes only. The order must be placed through the PRIDE store website.**

NJEA encourages the use of the PRIDE Store for all promotional items. In the event promotional items are purchased from another vendor, those costs should be entered in the "Other" costs section below.

**Remember:** Only one promo item per approval #.

#### Food

Meal Type

Snacks

Description

Water/ Gatorade, bags of individually wrapped snacks, cookies, plates, napkins.

#### Limits (per person)

Breakfast \$ 10.00

Lunch \$ 15.00

Dinner \$ 25.00

Snacks \$ 12.00

Total Cost

2,500.00 (include tax and gratuity)

Cost per person

5.00

#### Other

Description

Cost

entertainment, decorations, books & prizes

5,000.00

5,000.00
----------

**Summary**

Promo	0.00
Food	2,500.00
Other	5,000.00
Total	7,500.00

**Vouchers**

Payee	Date	Vendor	Invoice #	Amount	Description
				0.00	

[Back to Project Summary](#)

