Teacher Welcome Packet - Tips

Revise packet at the beginning of the school year and give to all teachers and staff.  Include a reimbursement form all for all teachers who get classroom support funds and new teacher funds.  Make copies of the forms and write teacher name and total amount that they can be reimbursed for on the form. Put each form in an envelope with the teachers name on it.  Do this for Art, Music and PE support (only give to one teacher if more than one per subject).  Also, do this for teacher run programs - like Battle of the Books, Young Authors, 6th Grade Movie Club.  Find out from the office who is running these programs.