



PROJECT COORDINATOR REMINDERS


Set a Plan with your Local Chapter Treasurer

Meet with your Local Chapter Treasurer to discuss their procedures for disbursement and record keeping.



Plan to Attend Two IFT Meetings

Project Coordinators are required to meet with the IFT Program Consultant at least twice during the project year. Available meeting dates will be posted on the IFT webpage at cta.org/IFT.



Complete Financial and Summary Reports

Blank reports will be emailed in May 2023 to you and your Local Chapter President and Treasurer. Financial and Summary reports are due July 31, 2023.



Have Leftover Funds? Submit a Carry-Over Request

Carryover requests are due July 31, 2023, with the Financial and Summary reports.



Have Fun and Take Photos!

Send photos and project videos to IFT@cta.org to share with the Institute of Teaching. It could be featured on the CTA website or in The Educator Magazine!



Have Questions? Contact the Institute for Teaching at IFT@cta.org.