



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF COLLEGE AND CAREER READINESS**

**50/50 Career Education Equipment/Educational Resource(s) Information Form**

Grant funds are available for improving Career and Technical Education programs through the purchase of equipment/curriculum enhancement resources. Only department-approved Career and Technical Education programs, grades 9-12, or postsecondary programs as approved by the appropriate section director, are eligible to apply. Priority will be given to programs consistently maintaining all the components of an approved program and in the order in which they are received. See the Assurances section located on the Application for Approval of Career Education Programs Form [MO 500-2457](#)

- Each item of equipment/educational resource must have a minimum unit cost of \$200. Non-consumable items under \$200 may be approved at the discretion of the section director.
- A local match of 50% is required and must be from local funds (Not State or Federal funds)

**The following items will not be approved:**

- Facility improvements or repairs (cabinets, flooring, air conditioning, wall removal, interior/exterior construction, etc.)
- Fax or copying machines
- Furniture (teacher or student)
- Service contracts/maintenance agreements

**FV-4: Grant Funding Requests for equipment/curriculum enhancement resources must include:**

- A completed "50/50 Career Education Equipment Educational Resource(s) form" [MO 500-3069](#) (Cover page)
- Original "Application for Authorization of Career Education Expenditures" form (FV-4) [MO 500-1304](#) must be submitted on or before July 1.
  - The amount requested on the FV-4 should reflect the total of the state and district/LEA contributions.
  - Forms must have the signature of the appropriate school district/LEA administrator.
  - Cover page and FV-4 must be sent electronically to the appropriate Section/CTE program email in the box below.

**FV-2: Grant Reimbursement Requests for equipment purchases must include:**

- Original "Reimbursement Request for Approved Career Education Expenditures" form (FV-2) [MO 500-1303](#). Forms must have the original signature of the appropriate school district/LEA administrator.
- Appropriate invoices.
- FV-2 forms and invoices must be submitted no later than **February 1**.
  - Funds not expended and submitted for payment by the February 1 deadline may be redistributed.
  - FV-2 and appropriate invoices must be sent electronically to the appropriate Section/CTE program email in the box below.

FV-4 Applications and FV-2 Reimbursement forms are available through the Department's Web site at <http://dese.mo.gov/college-career-readiness/career-education/forms-applications>.

Send forms and supporting documentation electronically to the appropriate Section/CTE program email in the box below:

<b>50/50 Contact Information</b>	
Agricultural Education Phone: 573-522-6538 <a href="mailto:dese.ag@dese.mo.gov">dese.ag@dese.mo.gov</a>	Business, Marketing and Information Technology Phone: 573-751-4367 <a href="mailto:dese.bmit@dese.mo.gov">dese.bmit@dese.mo.gov</a>
Family Consumer Sciences and Human Services Phone: 573-751-7964 <a href="mailto:dese.fcs@dese.mo.gov">dese.fcs@dese.mo.gov</a>	Technology and Engineering, Health and Skilled Technical Sciences Phone: 573-522-6001 <a href="mailto:dese.ths@dese.mo.gov">dese.ths@dese.mo.gov</a>



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 DIVISION OF LEARNING SERVICES – OFFICE OF COLLEGE AND CAREER READINESS

**50/50 CAREER EDUCATION EQUIPMENT/EDUCATIONAL RESOURCE(S) INFORMATION**

SCHOOL DISTRICT/LOCAL EDUCATION AGENCY(LEA) NAME			COUNTY-DISTRICT CODE
SCHOOL DISTRICT/LEA BUILDING NAME		ADDRESS	
CITY	STATE	ZIP	PHONE
SCHOOL DISTRICT/LEA CONTACT		SCHOOL DISTRICT//LEA CONTACT EMAIL	FORM DUE DATE <b>July 1</b>
DISTRICT SUPERINTENDENT/LEA ADMINISTRATOR NAME		DISTRICT SUPERINTENDENT/ LEA ADMINISTRATOR EMAIL	

**INSTRUCTIONS**

Forms and supporting documentation must be sent electronically to the appropriate Section/Career and Technical Education (CTE) program email listed below. For questions contact your Section/CTE Program.

Agricultural Education  
 Phone: 573-522-6538  
 Email: [dese.aq@dese.mo.gov](mailto:dese.aq@dese.mo.gov)

Family Consumer Sciences & Human Services  
 Phone: 573-751-7964  
 Email: [dese.fcs@dese.mo.gov](mailto:dese.fcs@dese.mo.gov)

Business, Marketing, & Information Technology  
 Phone: 573-751-4367  
 Email: [dese.bmit@dese.mo.gov](mailto:dese.bmit@dese.mo.gov)

Technology & Engineering, Health & Skilled Technical Sciences  
 Phone: 573-522-6001  
 Email: [dese.ths@dese.mo.gov](mailto:dese.ths@dese.mo.gov)

**The FV-4 will not be approved until both pages have been completed and received by the appropriate Department's section.**

**CTE TEACHER REQUESTING INFORMATION**

Teacher is appropriately certified. (secondary and full time adult only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Career Technical Student Organization (CTSO) is affiliated at the state and national level. (secondary only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Advisory committee provided input into this funding request. (documentation on file)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
There is a written program evaluation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of last program evaluation.		

**IDENTIFY THE STUDENT LEARNING OBJECTIVE(S) THAT SUPPORT THIS FUNDING REQUEST**

**HOW WILL THE MASTERY OF THESE OBJECTIVES BE ASSESSED?**

**HOW DO YOU PLAN TO USE THIS EQUIPMENT/EDUCATIONAL RESOURCE(S) TO IMPROVE STUDENT LEARNING?**

**LIST TEACHER NAME(S) AND ROOM NUMBER(S) THAT WILL BE UTILIZING THE EQUIPMENT/EDUCATIONAL RESOURCE(S).**

**APPROVED CTE COURSES TAUGHT BY REQUESTING TEACHER** *(courses taught this school year).*

*For Agriculture, Business, Health, Marketing, Cooperative and Skilled Technical Sciences Education ONLY.*

Course Name	Three Year Average Class Room Enrollment

**CHECK ALL COURSES THAT WILL BE OFFERED DURING THE NEXT SCHOOL YEAR. A MINIMUM OF ONE SEMESTER COURSE MUST BE OFFERED IN EACH OF THE FOUR CORE AREAS.**

*Family Consumer Sciences and Human Services Section Requirement ONLY.*

Course Name	Course Number	Course Name	Course Number
<b>COMPREHENSIVE FAMILY CONSUMER SCIENCES</b>		<b>NUTRITION AND WELLNESS</b>	
Career and Family Leadership (9 <sup>th</sup> Grade & Above)	096801	Family/Individual Health *	096840
Career Exploration in Family Consumer Sciences and Human Services (middle, junior high & high school)	096802	Food Science	096827
Discovering Family and Consumer Sciences (below 9 <sup>th</sup> Grade)	096800	Nutrition and Wellness	096824
		ProStart I	096815
		ProStart II	096816
<b>FAMILY AND HUMAN DEVELOPMENT</b>		<b>FAMILY AND CONSUMER RESOURCE MANAGEMENT</b>	
Child Development I	096821	Career Development and Entrepreneurship	096803
Child Development II	096826	Consumer Resource Management	096814
Human Development	096828	Hospitality and Tourism Management Program I	096904
Interpersonal Relationships	096823	Hospitality and Tourism Management Program II	096905
Parenting	096830	Housing Environments and Design	096818
Pathways to the Teaching Profession	096842	Personal Finance	996400
Practicum in Teaching Pathways	096902	Apparel, Textiles, and Fashion	096820
		<i>*Meets graduation requirements.</i>	