**INSTRUCTIONS FOR**

**MERA GRANT**

**FINAL REPORTS 2023-24**

**Final Report must be hand delivered or postmarked by March 15.**

**Keep copies! There will be no exceptions for any lost or delayed mail, etc.**

**Mail Final Report and Evaluations to:**

 **MERA**

**18522 Magnolia Bridge Rd., Suite 103**

**Greenwell Springs, LA 70739**

 ***DO NOT MAIL TO OUR OLD P.O. BOX #***

**If you plan to hand deliver your grant, there is a mail slot at the**

**MERA office for convenient delivery.**

* **Review the checklist for each grant you received. See following pages for checklists and final report forms if applicable.**
* **Mail/Hand Deliver your Final Grant report by March 15, 2024.**
* **Please follow instructions on each checklist regarding the order in which documents need to be organized.**
* **Do not copy pages on front and back.**
* **Evaluations for each MERA Grant should be sent in with your final report. A copy of the evaluation is included on the last page of these instructions and can be downloaded at** [**www.atgfreshstart.com/mera**](http://www.atgfreshstart.com/mera) **. Duplicate as many copies as you need. An evaluation should be completed by each student and teacher for each grant type. Any businessperson(s) involved in a grant should also complete an evaluation. Make sure your name is on your stack of evaluations so we can apply them to your grant account. Keep a copy of your evaluations in case they get lost in the mail.**

**IMPORTANT: If you did the Customer Service or the Business of Retail grant, any licenses not requested by March 15, will be given out to any teachers who need extra licenses. This means that you will no longer be guaranteed your licenses.**

**CUSTOMER SERVICE GRANT
FINAL REPORT 2023-24 CHECKLIST**

Email your Pass/Fail report to Paul Grethel by updating and sending him the Customer Service License Order form/Pass-Fail Report that you originally completed with your grant application. The form must remain in Excel format or Google Sheets. Email it to mera@laretail.org

* Collect the MERA Evaluations from all students who used a MERA license (including one from the teacher/advisor and any businesspeople who may have been involved).
* Mail the evaluations to the address on the first page (or schedule delivery to the MERA office on or before March 15). Emailing the Pass/Fail report to Paul Grethel and mailing evaluations to MERA will constitute your complete Final Report for the Customer Service grant.
* The evaluations are anonymous, so there is no identifying information to determine to whom they belong. Therefore, please include a cover sheet with the teacher and school name along with the evaluations. Use separate cover sheets for each teacher.

**BUSINESS OF RETAIL GRANT
FINAL REPORT 2023-24 CHECKLIST**

Email your Pass/Fail report to Paul Grethel by updating and sending him the Business of Retail License Order form/Pass-Fail Report that you originally completed with your grant application. The form must remain in Excel format or Google Sheets. Email it to mera@laretail.org

* Collect the MERA Evaluations from all students who used a MERA license (including one from the teacher/advisor and any businesspeople who may have been involved).
* Mail the evaluations to the address on the first page (or schedule delivery to the MERA office on or before March 15). Emailing the Pass/Fail report to Paul Grethel and mailing evaluations to MERA will constitute your complete Final Report for the Business of Retail grant.
* The evaluations are anonymous, so there is no identifying information to determine to whom they belong. Therefore, please include a cover sheet with the teacher and school name along with the evaluations. Use separate cover sheets for each teacher.

**DECA CONFERENCE GRANT
FINAL REPORT 2023-24 CHECKLIST**

* Collect the MERA Evaluations from all students who used the conference grant for either the Fall Conference, the Sports Marketing Conference or the state CDC Conference (including one from the teacher/advisor and any businesspeople who may have been involved).
* Mail the evaluations to the address on the first page (or schedule delivery to the MERA office on or before March 15). Mailing evaluations to MERA will constitute your complete Final Report for the Conference grant.
* The evaluations are anonymous, so there is no identifying information to determine to whom they belong. Therefore, please include a cover sheet with the teacher and school name along with the evaluations. Use separate cover sheets for each teacher.

**WORKFORCE PREP ONLINE COURSES GRANT FINAL REPORT 2023-24 CHECKLIST**

* Collect the MERA Evaluations from all students who took the Workforce Prep Online Courses (including one from the teacher/advisor and any businesspeople who may have been involved). A copy of the evaluation is on the last page of these directions. Duplicate as needed.
* Mail the evaluations to the address on the first page (or schedule delivery to the MERA office) on or before March 15. Mailing your evaluations to MERA will constitute your Final Report for this grant. No other report forms are necessary.
* Mail also with your evaluations a printout from your teacher portal for Workforce Prep showing your student’s progress.
* The evaluations are anonymous, so there is no identifying information to determine to whom they belong. Therefore, please include a cover sheet with the teacher and school name along with the evaluations. Use separate cover sheets for each teacher.

\*In April, we will request from you a list of seniors who completed the Workforce Prep online training (this year or anyone who finished in a previous year who is now a senior). Their names will be placed in a drawing for several scholarships.

**SCHOOL BASED ENTERPRISE GRANT FINAL REPORT 2023-24 CHECKLIST**

* Complete the School Based Enterprise Grant Final Report on next page.
* Staple together the typed report and invoices. MERA will not pay sales taxes, so don’t include sales taxes when calculating what you have spent.

Receipts-furnish a copy of each receipt with no sales taxes included. Do not substitute a P.O. or a check request or some other form for a receipt. # your receipts as #1, #2, #3, etc., then fill out the itemized statement form provided in your final report packet

* Type your SBE Business Plan and add it to your final report. (A sample plan can be viewed at [**www.atgfreshstart.com/mera**](http://www.atgfreshstart.com/mera) ). Your SBE Business Plan can be a simplified one-page one or more elaborate. Be sure to include the following:

1. Operations-what is sold, where purchased, where is business in school located (room, cart, closet, etc.). Add how the MERA grant was used.

2. Management-which students are in charge of what jobs (list their names and jobs) along with total # of workers during year

3. Marketing-who is your target market, competitors, what did you do to promote the business (flyers, posters, ads, etc.)

4. Finances-how are finances controlled, how are purchases paid, who counts money, who deposits it, who requests checks/signs checks, is there a cash box used during selling

* Collect the MERA Evaluations from all students who participated in the school-based enterprise (including one from the teacher/advisor and any businesspeople who may have been involved) and put these UNSTAPLED behind your final report. A copy of the evaluation is on the last page of these directions. Duplicate evaluation form as necessary.
* Mail the final SBE Final Report Form, Receipts, Business Plan and Evaluations to the address on the first page (or schedule delivery to the MERA office) on or before March 15).
* Any funds not spent must be returned to MERA in a timely manner.
* The evaluations are anonymous, so there is no identifying information to determine to whom they belong. Therefore, please include a cover sheet with the teacher and school name along with the evaluations. Use separate cover sheets for each teacher.

**SCHOOL BASED ENTERPRISE GRANT FINAL REPORT 2023-24**

|  |  |  |  |
| --- | --- | --- | --- |
| **School’s Name** |  | **Date** |  |
| **Teacher’s Name** |  | **Grant Amount Awarded** | **$500** |
| **District CTE Supervisor’s Email** |  |
| **Principal’s Email** |  |

**ACTUAL ITEMIZED EXPENSES**

|  |  |  |  |
| --- | --- | --- | --- |
| **SBE Expense Description (include item name, size, quantity, etc.)** | **Amount spent**  | **Receipt #** number each of your receipts 1, 2, 3 & write the # here | **NOTE** |
|  |  |  | **Do not include Sales Taxes in your Amounts.** |
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|  |  |  |
| Total Amount Spent | $ |  |
| Balance Owed to MERA if Full Grant was Not Spent (send check to MERA by March 15, 2024 OR CONTACT MERA FOR MORE INFORMATION) | $ |  |

**MERA** **Grant Program Evaluation**

Make sure teacher’s name is on envelope or sticky note.

**Please write/type an “X” in the gray shaded box next to your classification. Only write/type in these shaded boxes. Duplicate this page for each student, teacher and businessperson participating in any grant. An evaluation MUST be completed on each different grant utilized. Keep a copy of all of your evaluations in case yours get lost in the mail.**

**Return these to MERA, 18522 Magnolia Bridge Road, #103,
Greenwell Springs, LA 70739. DO NOT EMAIL.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Student** |  | **Teacher** |  | **Employer** |

|  |  |
| --- | --- |
| **Name of School/ Organization** |  |

**Write/type an “X” in front of the activity you participated in that was supported by MERA.**

**Complete a SEPARATE evaluation form for each activity. For example, if a student received a voucher for Customer Service from MERA and Workforce Prep online courses, that student would complete 2 separate evaluations.**

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| --- | --- | --- | --- | --- | --- |
|  | **Customer Service & Sales Exam Licenses** |  |  **Business of Retail Licenses** |  | **School Based Enterprise Grant** |
|  | **I Employ MERA Students (Employers ONLY)** |  | **Workforce Prep Online Training Grant** |
|  | **DECA Competitive Conferences** |  | **Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |
| --- |
| ***Write/type the number (1-5) in the gray box to the right which best describes your feelings on this statement.*****5-Strongly Agree 4-Agree 3-Disagree 2-Strongly Disagree 1-Don’t Know** |
| **FOR STUDENTS** |
| 1. The MERA training and assistance has better prepared me for the workforce. |  |
| 2. I will continue using the knowledge and resources gained through this program in the future. |  |
| 3. My overall experience as it relates to MERA programs has been positive and beneficial. |  |
| **Additional Comments** |
|  |
| **FOR TEACHERS** |
| 1. I will continue utilizing MERA programs to create enhanced learning opportunities. |  |
| 2. MERA programs provide knowledge and resources that my students will use in the future. |  |
| 3. My overall experience as it relates to MERA programs has been positive and beneficial. |  |
| **Additional Comments** |
|  |
| **FOR EMPLOYERS** |
| 1. I will hire additional students involved in the MERA program. Type/write “**Y**” for yes or “**N**” for no |  |
| 2. My overall experience as it relates to MERA programs has been positive and beneficial. |  |
| **Additional Comments** |