



## Program Guidelines September 1, 2019 – June 30, 2020

1. The educator must complete the Beefshi in the Classroom Application Form to be approved to receive reimbursement. Keep in mind there is only a limited number of funds available so be sure to send your application in as soon as possible! Application Form can be found here, <https://www.pabeef.org/resources/educators/beefshi-in-the-classroom-application>
2. Only ingredients related to Beefshi may be purchased with program funds. Please go to <http://beefshi.com/> to see spectrum of recipes and ingredients.
3. The prepared beef and other Beefshi ingredients must be used for Family and Consumer Science curriculum only.
4. Once approved, the educator will receive confirmation from the PA Beef Council.
5. The grants may be used in either the fall or spring semesters.
6. The educator can conduct the beef lesson anytime from September 1, 2019 – June 30, 2020.
7. The educator will then complete the Beefshi in the Classroom Evaluation Form, along with the itemized receipt for prepared beef and other Beefshi ingredients to the PA Beef Council for reimbursement. All receipts must be submitted to the PA Beef Council in a timely manner. Use the form found here, <https://www.pabeef.org/resources/educators/beefshi-in-the-classroom-evaluation>
8. After receiving the completed Evaluation Form and grocery receipts for the ingredients purchased, the PA Beef Council will reimburse each school up to \$200. The check will be made out to the school. No check will be issued to an individual. Checks will not be issued without receipt and Evaluation Form.
9. Please be judicious with your spending/purchasing of prepared beef and related Beefshi ingredients and take into consideration your class size. We want to be able to provide assistance to as many school districts as possible with the funds we have available.

Please note:

- Funds can *only* be used in a classroom or lab setting – not for school BBQs or other functions.
- A new Application Form must be filled out for each new school year.
- Failure to follow these guidelines will affect the school's ability to receive future funds.

Kaitlyn Swope  
[kswope@pabeef.org](mailto:kswope@pabeef.org)  
PA Beef Council  
205 South Juliana Street  
Bedford, PA 15522  
Phone 814-623-2698 Fax 814-623-6531

For Questions or Concerns Please Contact:

*Many thanks to our sponsors for making this program possible!*

