

## Autism Project Process to follow:

1. Send monies collected or set aside for the Autism project to KDF, labeled for the autism project. This will allow us to determine, based on what you have on deposit, how many iPads can be awarded for your club. (Check is to be made out to WIUM Kiwanis District Foundation)
2. Name a contact person for your club and let the Autism committee know who it is so that we can give that person access to Box Net which is where all applications are recorded and you can view all for your community area.
3. Based on funds available the club makes the selections that are to be awarded.
4. Once the selections are made the club/contact person contacts the families and therapist to determine which iPad (iPad II or Mini) and verify

what applications are needed. (Note: Kiwanis does not purchase the applications but provides at least one \$50 I Tunes gift card unless the need is greater for a given child.) Also ask what color for the protective case; Blue or Green.

5. At this time notify the Autism committee contact person the results so that all can be ordered.(This includes the names of the children.) It is suggested that when you receive the iPads is to remove them from the package and install the iPad into the protective cases and charge them prior to the presentation.

6. Plan an event for the presentations to promote what your club is doing in the community such as newspaper and other media and submissions to KIWANEWS.

7. Above all, promote the project and encourage families and Special Ed. teachers/therapist to submit the Grant applications.