



# Technology Services Mentoring Monday Mentoring Munch (M<sup>3</sup>) Team

Frankie Jackson led the Technology Leadership Mentoring team meeting on Monday, [September 10, 2018](#).

- The notes from the meeting are [here](#).
- The team conducted a summary review John Maxwell's book – 360 Degree Leadership, of all Lead Up Principals.
- Frankie presented [CETL module 1H.1 – Facilitate change](#). She went through a couple of examples to show how to request approval for technology purchases.

1H.1 Facilitate Change In An Organization and Deal with Ambiguity Effectively

## Example: Request to Approve \$92K for Delivery Truck



Leadership + Vision



- State specific request, the cost and the funding source in the first sentence.
- State why the request is needed in a short, well-written communication.
- Articulate what the impact is if request isn't approved.
- Show an example if possible with a picture or video if possible.
- Include support data that further supports the request. If available provide specific quantifiable examples.
- Include how the request will be purchased such as an RFP, Quote, Purchasing Co-op.
- Attach specific documentation to support the request such as specifications, pricing, etc.
- Place request on district letterhead.

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