**2024 - 2025**

**Career/Technical Education Needs Assessment Form**

|  |  |  |
| --- | --- | --- |
| **Date:**  |   | **Name:**  |
| **School:**  |   | **Dept:**  |

Assess the individual needs of your program. Establish priorities and list accordingly.

**Equipment Needs: 1.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Material/Supplies Needs: 1.**

**2.**

**3.**

**4.**

**5.**

**2.**

**3.**

**4.**

**5.**

 **Maintenance Needs: 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note that this form is Not a Purchase Order Request**.

The purpose of this form is to determine the needs of your classroom and/or department for the upcoming school year.

This mandatory form should only be submitted once a year, upon Kendall Mowdy’s request.

If you have any further questions, please contact Mr. Mowdy at 251-970-7322 (kmowdy@bcbe.org).