**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).