



## Cuts & Copies Request (from a BPC Committee)

All documents must be approved by the Corresponding Secretary  
prior to being copied and distributed.

**Please allow a 3-day turnaround for approval and a 1-week turnaround for copying.**

Volunteer Name: \_\_\_\_\_ Date Submitted for Copying: \_\_\_\_\_

Committee: \_\_\_\_\_

Volunteer Phone #: \_\_\_\_\_

Date Approved by Corresponding Secretary: \_\_\_\_\_

Copies for:

- All students (K-5) (Copies needed: see below grade levels)
- Youngest and Only (K-5) (Copies needed: 27 groups of 25 copies to be distributed by office)

- Kindergarten (Copies needed: 24 per class, 6 classes)
- 1<sup>st</sup> Grade (Copies needed: 26 per class, 6 classes)
- 2<sup>nd</sup> Grade (Copies needed: 25 per class, 6 classes)
- 3<sup>rd</sup> Grade (Copies needed: 25 per class, 6 classes)
- 4<sup>th</sup> Grade (Copies needed: 24 per class, 5 classes)
- 5<sup>th</sup> Grade (Copies needed: 22 per class, 5 classes)

- Black and white ink
- Color ink

Description if needed:

\_\_\_\_\_

\_\_\_\_\_

**Note:** All copies will be done on white paper using black and white ink, unless you have attached colored paper with this form or indicated color ink above.

*Turn in this form along with the original to the tray in the school office marked "Cuts & Copies". Completed items will be put in the teachers' mailboxes, and original along with this form left in the BPC Mailbox in the folder labeled Finished Copy Requests.*

Fulfilled by: \_\_\_\_\_ Date completed: \_\_\_\_\_