## Adopt-A-Family School Uniform Request Form

Complete this form using word, save, and email to <u>laadoptafamily@outlook.com</u>.

School name:	
Address:	
Your name:	
School Phone:	Principle Name:
Your Cell phone:	
	d to verify your request via school phone
Where will you buy your uniform	ns: (Goal is 2 shirts & pants for \$50)
Store phone number:	
Store Mailing Address:	
Store Email Address:	

(The goal of our program is to help the students in school who have no school uniform. Please only use this program as a last resource)

First Name	Grade	Pants Option: SEE OPTIONS BELOW	Shirts Option: SEE OPTIONS BELOW	Gender	Request One Shirt or Pants

JR. GIRLS: 0-1-3-5-7-9-11-13-15-17-19-21 BOYS: 4-5-6-7-8-10-12-14-16-18-20 MENS: 32-30 / 34-30 / 36-30 / 38-30 / 40-30

Note: Once approved we will mail the check directly to the uniform store. Make sure you work with the uniform store to get your order correctly. We want orders filled and uniforms distributed to student within 7 days of payment received if possible.

## Rules of Grant Program;

- 1. We allocate \$50 per student. If approved, you understand that a check will be issued in the school name to the uniform store. When you pick up your uniforms you will be handed a \$50 "cash register" receipt for each student from the uniform shop.
- 2. You agree to spend the funds for <u>school uniforms only</u> in \$50 increments (\$50 per student) and return the \$50 receipts to Adopt-A-Family.
- 3. Please have each student that receives their new uniforms write a general thank you note to the donors. Please have them put some effort into doing a nice note. These notes are sent back to the donors.
- 3. Each receipt should be attached to the <u>upper left corner</u> of the thank you note from the student and written on an 8x11 piece of paper. Please no post <u>cards or construction paper. (its hard to mail to donors)</u> I CAN ONLY ACCEPT CASH REGISTER RECEIPT from the uniform shop. No HAND WRITTEN RECEIPTS will be accepted. School purchases should be tax free from the uniform vendor.
- 4. VERY IMPORTANT: Please make one copy of the receipt / thank you note before sending them to me with the originals. I do not have access to a copy machine for free.
- 5. These thank you notes are sent back to each donor to show them what their donation was used for. It is very important to spend these funds as directed because the results are audited by a law firm each year.

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Sign:		
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