

ADOPT-A-FAMILY SCHOOL UNIFORM REQUEST FORM
COMPLETE THIS FORM, SAVE, AND EMAIL TO LAADOPTAFAMILY@OUTLOOK.COM

School Name:		Address:	
Your Name:		Your Contact info:	
School Phone:		Principal Name:	

NOTE: YOUR PRINCIPAL MAY BE CONTACTED TO VERIFY YOUR REQUEST VIA SCHOOL PHONE.

WHERE WILL YOU BUY YOUR UNIFORMS? (PROGRAM GOAL IS 2 SHIRTS & 1 PANT)

UNIFORMS BY LOGO EXPRESS

Store Phone Number:	1.866.NOLA.UNI (665-2864)
Store Contact:	Kourtney Gillard
Store email address:	laadoptafamily@outlook.com

THE GOAL OF OUR PROGRAM IS TO HELP STUDENTS IN SCHOOL WHO HAVE NO SCHOOL UNIFORM. PLEASE ONLY USE THIS PROGRAM AS A LAST RESOURCE. OUR GOAL IS TO STRETCH THE DONATED AMOUNT TO THE MOST AMOUNT OF UNIFORMS

STUDENT INFO

FIRST NAME	GRADE	SHIRT OPTION	PANTS OPTION	GENDER	REQUEST
					Based on amount allocated per student, uniforms will be allocated efficiently to provide the best possible situation depending on each school's required uniform policy

Tops Size Chart

Youth	4T YXS (5/6) YSM (7/8) YMD (10/12) YLG (14/16) YXL (18/20)
Adult	Adult Small Adult Medium Adult Large Adult XL Adult 2XL Adult 3XL

Bottoms Size Chart

JR Girls	1 3 5 7 9 11 13 15
Girls	4 5 6 7 8 10 12 14 16
Boys	4 5 6 7 8 10 12 14 16 18 20
Mens	30/30 32/30 34/30 36/30 38/30 40/30 42/30

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.
4	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. <i>Please no post cards or construction paper. (its hard to mail to donors)</i> I CAN ONLY ACCEPT CASH REGISTER RECEIPT from the uniform shop. No HAND WRITTEN RECEIPTS will be accepted. <i>School purchases should be tax free from the uniform vendor.</i>
5	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
6	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.
Date:	
Signature	

We're Going Back To School



UNIFORMS
By LOGO EXPRESS