

HELP A STUDENT TRUST FUND REQUEST



Community Partnership
302 South 9th Street
Tacoma, WA 98402
253.571.7980

Your Name	Position	TPS Extension

If this child is homeless call McKinney Vento 253.571.1875

PLEASE USE P-CARD AND TURN IN RECEIPT AFTER EACH TRANSACTION

Purpose of Trust: Help students who are in need basic necessities to ensure attendance at school

STUDENT NAME: LAST	FIRST	STUDENT NUMBER	SCHOOL

STEP: 1 Please Check appropriate boxes for your request.

Uniform

- Shirt
- Pants
- Sweater
- Other: Please List item/s Below

Clothes

- Coat
- Shoes/Socks
- Undergarments
- Other: Please List Item/s Below

Special Needs

- Medication
- Glasses
- Other: Please List item/s below

Include sized and other pertinent information:

STEP: 2 Briefly, but clearly, describe the rationale for your request. Keep in mind the criteria for this fund. **We will no longer pay utility bills.**

STEP 3: Please have one of your building administrators review this request. The Community Partnership is going electronic, please **do not fax**. Send your request by **email** to our office (tpenton@tacoma.k12.wa.us) to ensure a quick response. Refer to the HASF directions page for criteria and processing request.

Date M/D	Check if Completed	This request has been reviewed by	
Date:	<input type="checkbox"/>	Administrator's Name:	Extension:

BRC Authority ONLY

Approved **Denied**

BRC Signature	Date M/D	COMMENTS/CONDITIONS

Office of
Community Partnership,
Academic Equity & Achievement Vision:

We galvanize the power of community to assist young people in creating the future they **choose, plan** and **prepare** for. We bring people together to become the voices that young people listen to and believe that say: **YOU CAN** achieve, **YOU WILL** graduate and **WE ARE HERE TO HELP YOU.**