HELP A STUDENT FUND DIRECTIONS

TRUST CRITERIA
The student is in need of certain personal necessities to maintain school attendance. All other resource possibilities have been exhausted. Student needs this help to attend school.

If student is eligible for McKinney-Vento please contact their office at 253 571 1875
http://www.tacoma.k12.wa.us/information/departments/mckinneyvento/Pages/default.aspx. The HASF assists McKinney Vento, Family Involvement Centers, Back to School Events and various other District services.

Help A Student Fund will provide assistance for any basic/or special need to ensure student attendance including clothing, coats, personal hygiene items, socks, shoes, glasses, and conditional (**does not include prom wear/rentals or cheerleading uniforms) recreational participation (ASB, gym supplies, art supplies). Some specific cases may include medical help or emergency transportation. If you have a question regarding a “need” please email tpenton@tacoma.k12.wa.us or call extension 1087.

PROCESS

HASF REQUESTOR APPROVAL:
1. COMPLETE THE HASF FORM AND E-MAIL directly to the Partnership Office for approval. Neither you nor the school will be reimbursed prior to approval.
2. TPS STAFF PURCHASES ITEMS. Partnership Office no longer has an uniform/shoe/school supply closet therefore all purchases must be made through the school. There will be specific cases where the Partnership Office will become directly involved in the purchase of the “necessity”. Those will be taken care of on an individual basis.

PURCHASING ITEMS:
1. USING THE BUILDING P-CARD:
   a. The school procurement card should be signed out and used by school staff to purchase preapproved items. Under no circumstances can a parent or a non-district employee take a P-Card and shop for items.
   b. The office coordinator emails the Partnership Office (tpenton@tacoma.k12.wa.us) for the HASF Trust accounting and adjusts the accounting when their P-Card reconciliation is done.
   c. Office coordinator scans a COPY OF RECEIPT to the Partnership Office.

2. INTERNAL PURCHASES (i.e. ASB, Fees, School uniforms):
   Office coordinator will request accounting from Partnership Office. A RECEIPT will be scanned to the Partnership Office.

3. REIMBURSHING DISTRICT STAFF PURCHASES:
   a. OVER $50.00  Fill Out general fund claim form (check your main office) and attach copy of the APPROVED HASF with original receipts. Send via district mail to Partnership Office 5th floor CAB for payment processing.
   b. OVER $50.00: Attach copy of APPROVED HASF request with original receipts and bring to 5th floor CAB Partnership Office for reimbursement through the petty cash. **Please call to ensure Amanda is in the office to sign**

Call extension 1087 if you have any questions regarding this fund.