

## CWL SPECIAL REQUESTS

In addition to providing stipends to individual students, CWL also has a pool of limited funds from which it can assist individual CWL stipend students or students who would qualify as a CWL stipend student who have a financial need. Requests should be for a specific student or students and not for general support for school programs, student club/organization activities or for parents' expenses. Unless an extreme emergency, social workers should seek assistance from other funding sources before submitting to CWL for funding consideration.

CWL school liaisons (designated counselors and social workers) submit the request via the special request form on Google Forms. Requests over \$150 are presented to the Board at its next meeting or via email if it is time sensitive.

**Categories under which requests would fall along with examples for each:**

### Academic:

- Field trips related to classes
- AVID college tours
- Textbooks
- Test/exam fees (CNA, SAT, etc.)
- Clothes for senior project presentation or required for course work/internship
- Fees connected to coursework or internship (drug test, etc.)
- College related fees (application, housing deposit, orientation) if requested while still enrolled in high school
- Academic honor society fee

### Extracurricular

- Band and chorus trips
- Band and chorus clothing
- Prom
- School organization/club camp
- Student organization convention/conference
- Athletic clothing not provided by school (shoes, clothes)
- Participation in competition and festivals (band, choral, theater)
- School organization or club fees

**Student Individual Needs**

- Application fee for apartment
- Drivers education fees
- Student car repairs (non McKinney-Vento students)
- Clothing (personal and for work)
- Medical related items (eye exam, glasses, hearing aid, etc.)

**Graduation**

- Cap and gown
- Tassel
- Diploma
- Graduation fees

**A-B Tech course/program/other need**

- Textbooks or book codes
- Membership fee for honorary society
- Required clothing, tests, background checks, etc. required for course or program

CWL has limited funds available to be considered for individual needs. Therefore, we will not be able to consider the following requests for assistance:

- Purchase of band or other instruments that any student could use
- Funds to offset costs of a student organization/club event
- Incentives for students individually or as a group
- Family/parent expenses (car repair as an example)
- Outstanding lunch bills
- Rent and/or utilities
- College-related expenses or fees incurred after student's high school graduation

If a counselor is unsure if a request would be appropriate to present for funding, he or she should review the request with CWL's student activities chair prior to submission.

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