

The New Chesapeake Men for Progress
Education Foundation, Inc.

Sample School Supplies Fund Request Letter

Mary Lou, Fifth Grade Teacher
G. W. Carver Intermediate School
2601 Broad Street
Chesapeake, Virginia 23324-3009

Date

I am Mary Lou, fifth Grade teacher at G. W. Carver Intermediate School.

I have four students who are in need of several important school items. Their families are not able to pay for these school supplies items, and the school does not currently have the ability to provide them either.

We need the following items listed below with the estimated cost if purchased locally:

1. Three two-ring binders: \$9.00
2. 2000 sheets of notebook paper: \$12.00
3. Five dozens of pencils: \$6.00
4. Three Backpacks : \$18.00

Total value requested: \$45.00

I understand and agree that any funds sent to me by The New Chesapeake Men for Progress Education Foundation, Inc. School Supply Fund will be used solely for the purpose of providing school supplies and related materials to needy students. I also agree that any funds leftover after purchasing the requested items will either be returned by me to the Foundation or kept in a "Reserved Fund" to be used for future needs of a similar nature in my classroom or school.

Sincerely,

Mary Lou

Note: This program is currently restricted to Carver and Truitt Intermediate schools and Hugo Owens Middle School