

Harvey County United Way

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Classroom Wish List Program Guidelines

Harvey County United Way is mobilizing communities to create lasting changes in community conditions that improve lives. To that end, the board of directors annually conducts the Classroom Wish List program designed to benefit area students and educators.

Program Objectives:

- Education – Improve educational performance by providing school supplies, toiletries, clothes, food and other items for students in need.
- Income – Provide income stability for public school teachers and ancillary education professionals by reducing out-of-pocket expense of purchasing items for students in need.
- Health – Reduce hunger for children by providing a supply of healthy snacks and lunch items for teachers to distribute as needed.

Eligibility: Public school districts in Harvey County, Kansas: USD 369 Burrton, USD 460 Halstead (including Bentley Primary), USD 440 Hesston, USD 373 Newton, USD 439 Sedgwick. Private schools (grades K-12 only) with 50% of the student population qualifying for the USDA Free or Reduced Price School Meals program. Harvey County United Way will communicate directly with the superintendent of each school district. Superintendents have the discretion to determine which employee(s) within his/her school district will receive the program invitation. The arrangement between Harvey County United Way and the school district will be reviewed annually by each party, with the right to discontinue the arrangement at any time.

Process: Harvey County United Way sends an invitation to the superintendent of each participating school district. The superintendent will then forward the invitation within the school district within his/her discretion. Wish lists are sent by the district employee to Harvey County United Way via e-mail to: UnitedWayClassroomWishList@gmail.com. Typically, program availability dates are not announced in advance by Harvey County United Way. Turnaround time from program announcement to deadline is purposely short (average one week) to control the program scope.

Deadline: The deadline for wish list submissions will be stated on the invitation. Wish lists received after the stated deadline will be considered only if program funds are remaining. Committee members reserve the right to consider late submissions on an individual basis.

Wish List Fulfillment: Wish lists will be considered on a first-come-first-served basis until program funds are expended. Lists may be fulfilled in part or in total, depending upon program funds and whether the classroom is adopted individually. Program committee members retain sole discretion for determining which (if any) items will be purchased for lists filled by the committee. Sponsors adopting classrooms retain the same rights.

Sponsorships: Harvey County United Way may solicit sponsorships from area donors and/or businesses to supplant program funds. Sponsors will be acknowledged publicly, unless otherwise requested by the donor.

Distribution of Program Funds: Total program budget is appropriated to each school by district size (determined by number of students enrolled). The Committee reserves the right to establish an average total package limit in order to stretch program dollars.

LIVE UNITED.

HCUW Board Approved 6.16.17