

## **CASA Request Process and Form for Gifts to Children**

The mission of Friends of Sussex County (FOSC) is, in part, to provide appropriate supplemental resources for client support, our children in Sussex County experiencing foster care. Each year in January, the FOSC Board of Directors determines a budget to be used to assist our children in furthering their education, training or other needs as recommended by their CASA volunteer and CASA staff.

**Any CASA in Sussex County may request funds up to \$250 per child per calendar year. More than one request per year may be submitted if the cost is under \$250 if the total per child does not exceed \$250 per year.**

### **Process**

- a) CASA identifies a gift costing \$250 or less that would benefit the child's experience in foster care.
- b) CASA notifies CASA Coordinator that he or she wants to apply for a gift for a child in foster care. CASA and Coordinator discuss the reason for and appropriateness of the request
- c) If Coordinator agrees with the request, CASA completes the Gift Request Form and sends the form via email to the CASA coordinator. The CASA coordinator reviews the request and if appropriate and complete forwards the request to the FOSC Gifts Committee Chair. To be considered complete, the Gift Request Form must clearly state the specific item(s) requested. The cost of each item must be stated clearly must clearly state the person who is responsible for purchasing the item. Receipts must be provided for reimbursement.

### **Guidelines/Gift request ideas**

Item or activity that would help the child:

- Develop social skills – (for example board games, workbooks, special outings)
- Enhance learning opportunities (for example a tablet or laptop computer to aid in schoolwork (unless such equipment is provided by the school)
- Be physically active, learn or improve a physical skill, and/or develop ability to work in a team. (for example, sports supplies, dance supplies)
- Support an activity that may help the child feel more “normal” with school friends (for example, a high school yearbook or getting an outfit for prom).
- Clothing needed (for example (for example a warm coat or boots for getting to and from the school bus, other clothing needs).

**FOSC Target timing for review and decision on complete request is 3 days. *It is that easy!***

***Thank you for all you do as a CASA Volunteer!***

Date		
Name of CASA		
CASA Coordinator		
Name of Child		
Age of Child		
Description of child's need (Please be specific)		
Item requested		
Cost of item/activity requested *		
Total Amount Requested		
Other sources of funding requests (DFS, School, OCA)		
Have FOSC funds been provided within the past 12 months? This calendar year?		
If yes, please describe		
Name and relationship to child of person to receive payment or reimbursement of item **	Name	Relationship
Address of individual		
Name of vendor/supplier to receive funds directly	Vendor/Supplier Name	Contact Name
Address of vendor/supplier		

**Notes:** \*Each item requested must be clearly listed and the cost of each item. If there are multiple items or activities, they must be listed separately with costs indicated separately for each item or activity. \*\* If reimbursement receipt must be attached.