**GUIDELINES**

**Send request to** [**contact@aliceskids.org**](mailto:contact@aliceskids.org) **and send it in the body of the email, not as an attachment**

**You MUST use the Request Form format**

If request is for several siblings, send only one request

We only serve children who are actually in K-12

We do not pay for food or medical care

Our average grant is $100 per child and family

We cannot write a check directly to the parent

If the request is approved, we will either write a check to the appropriate entity or send a gift card electronically to you within a few days.

When you receive the gift card, please tell the person who sent it to you received it.

**REQUEST FOR CHECK**

Your name

Name of agency (if applicable)

Your city and state

Age and sex of child (or children if in same family)

Child’s (children’s) school

Please describe the family’s situation in several sentences

Please describe the child or children

What does the child need?

For what amount should the check be written?

To whom should the check be made out?

To what address should the check be mailed, and to whose attention?

Should there be any special notations made on the check?

**REQUEST FOR GIFT CARD**

Your name

Name of your agency (if applicable)

Your city and state

Age and sex of child (or children if in same family)

Child’s (or children’s) school

Please describe the family’s situation in several sentences

Please describe the child or children in several sentences

What does the child need?

What is the approximate cost of the item needed?

What is an appropriate store for the gift card?

**EXAMPLE OF CASES WE FUND**

* Paid football registration fees for young boy in Texas who lives with his grandmother who is on social security. Football has given him teammates and coaches who treat him like family and help keep him from making wrong choices and being around the wrong people.
* Assisted purchasing appropriate school clothing for young man who lives with grandmother whose home caught fire and everything was lost.
* Purchased hair care products for young lady who was recently removed from her mother’s care after she had become violent with her. She is now living with her father but he is not able to assist with her hair.
* Purchased Girl Scouts Daisy vest and accessories for six-year old girl living with foster family (who hopes to adopt student and her 5 siblings) in order to build her confidence and give her some happy experiences after both birth parents lost custody due to lengthy prison sentences.
* Purchased AMC Theater gift card to enable mom and four children to go to the movies as a break from a terrible situation. Mom was assaulted by father of one of the children and children were home to witness the assault. Mom is struggling to pay bills and juggle lack of child support and multiple court dates.
* Purchased mattresses for fifteen-year old young lady living with grandparent after roof failed and leak destroyed her bed and bedding.
* Assisted to purchase airfare for seventeen-year old young lady who was invited to attend Lawrence University in Wisconsin for Track and Field recruit weekend.
* Purchased gift card for purchase of rolling backpack for student with medical condition limiting her physical mobility, who has recently moved from Saudi Arabia with limited means to buy school supplies.
* Purchased gift card for young lady needing specially fitted bras. This young lady is living with a cousin due to death of her mother last year.
* Assisted with purchase of supplies to enable a 17-year old tenth grader attend Challenge Program to obtain his GED.

**YOUR REQUEST MUST BE IN THIS FORMAT**

Your name: Margaret Taylor

Name of your agency (if applicable): Des Moines Dept of Human Services

Your city and state: Des Moines, Iowa

Age and sex of child (or children if in same family): 16 year old female

Child’s (or children’s) school: TC Williams High School

Please describe the family’s situation in several sentences

The family moved here from Texas for Dad's work. They decided to move here because Dad had been commuting to this area for years, and there was limited support for their daughter's mental health needs in Texas. They rented their house pending sale. Their tenant has not been responsible and their house has not yet sold. It's been on the market since they moved here last summer. They've spent their savings on treatment for their daughter and are paying for two homes. Mom has not been able to work because of their daughter's needs.

Please describe the child or children in several sentences

The young lady is cognitively delayed and suffers from an extreme case of Reactive Attachment Disorder. She is currently in residential treatment because she dangerously runs away from locations when she's bored or stressed, seeking individuals with whom she's become inordinately attached (nurses, police, fire, etc). She's due to be discharged in the next several weeks. She's had two successful home visits that included music therapy. Because of these successful visits and her improved behaviors, her discharge plan includes the continuance of music therapy.

What does the child need? The therapist has requested that she own her own ukulele (and tuner) for use during sessions and at home.

What is the approximate cost of the item needed?   $60

What is an appropriate store for the gift card? Target