



## BENEVOLENT ASSISTANCE REQUEST FORM

Monies are collected annually which are intended to provide financial assistance to Richmond School community members who have an extraordinary need.

To request financial support from the Richmond Christian School Benevolent Fund, the applicant must be a Richmond Christian School staff member, Society member or parent of a current student. The submission of a request cannot be anonymous as additional information may be critical to ensure that the need is properly met. All requests will be handled with strict confidentiality.

Please complete this form and provide it to the current Chair of the Board of Trustees in a sealed envelope marked "Strictly Confidential." The form may be emailed to the Chair whose email is available on the school website.

**FULL NAME OF STUDENT OR FAMILY IN NEED:** \_\_\_\_\_

**DATES THE FUNDS ARE NEEDED BY:** \_\_\_\_\_ (MM/DD/YY)

**AMOUNT OF FUNDS REQUESTED:** \_\_\_\_\_

**IS THIS A ONE TIME OR ONGOING NEED?** \_\_\_\_\_

**PLEASE EXPLAIN WHY YOU BELIEVE THAT THIS STUDENT/FAMILY REQUIRES THIS SUPPORT:**

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**YOUR NAME**

**DATE**

*The parties identified on this application form will be kept confidential. Please deliver or mail this form to any campus office, Attn. Chair of the Board of Trustees, or email the completed form to the Chair whose RCS email address is available on the school website.*

For internal use:		
Request Approval: Yes / No	Amount Approved \$ _____	Date: _____
Approved by: _____ (Board Chair / Vice Chair) Name: _____		