



**CALABAR HIGH SCHOOL ALUMNI ASSOCIATION FLORIDA CHAPTER INC.**

**REQUEST FOR ASSISTANCE APPLICATION FORM**

Please complete the entire form, sign and submit to [request@cbarfla.org](mailto:request@cbarfla.org).

Requestor Information		
<b>Name</b>	Last Name	First Name
<b>Organization/ Department</b>		
<b>Title/Position</b>		
<b>Contact Information</b>	Email Address	Mobile #
<b>Address</b>		

Assistance Request Details				
<b>Area of Focus</b>	Please indicate the area of focus for your request:			
	<input type="checkbox"/> <b>Academics</b> <input type="radio"/> Scholarships <input type="radio"/> Student Ed. Supplies <input type="radio"/> Extra classes/Tutoring <input type="radio"/> Education programs <input type="radio"/> Mentorship <input type="radio"/> Teacher Aids/Incentives <input type="radio"/> _____	<input type="checkbox"/> <b>Infrastructure</b> <input type="radio"/> Laboratory Upgrades <input type="radio"/> Library <input type="radio"/> Classrooms <input type="radio"/> Tech Upgrades <input type="radio"/> School Equipment <input type="radio"/> School Buildings <input type="radio"/> Furnishing & Finishes <input type="radio"/> _____	<input type="checkbox"/> <b>Extra-Curricular</b> <input type="radio"/> Choir & Music <input type="radio"/> Drama & Speech <input type="radio"/> Robotics <input type="radio"/> Cadets <input type="radio"/> Science club <input type="radio"/> Schools Challenge <input type="radio"/> _____ <input type="radio"/> _____	<input type="checkbox"/> <b>Sports</b> <input type="radio"/> Football <input type="radio"/> Track & Field <input type="radio"/> Basketball <input type="radio"/> Cricket <input type="radio"/> Table Tennis <input type="radio"/> Rugby <input type="radio"/> _____ <input type="radio"/> _____
<b>Description /Justification</b>	Estimated dollar value: US <input type="checkbox"/> JMD <input type="checkbox"/> _____ In the space below, please provide a description of the need along with justification:			

<b>Measurable Goals</b>	Describe how success will be measured:
<b>Sustainability Test</b>	<p>1. Is the funding or items consumable (can only be used once)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Examples of consumable items or funding include lunch support, scholarships, feeding programs, etc.)</i></p> <p>2. If <b>No</b>, how will the school maintain or sustain this item to ensure its continued use year after year by students/teachers in future school years?</p> <p>3. Give an example of a similar item/program that has been sustained for multiple years.</p>
<b>Mandatory Acknowledgement Requirements</b>	<p>Formal acknowledgement by the Requestor of the gift is mandatory. <i>(Formal acknowledgment of gifts is vital to Calabar Alumni Florida transparency process. It helps immensely in attracting and recruiting new donors to our charitable giving efforts)</i></p> <p>This gift must be acknowledged by the following items checked below.  <input type="checkbox"/> Thank you letter** <input type="checkbox"/> Acceptance photograph <input type="checkbox"/> Video testimonial <input type="checkbox"/> Press Release  **Always required</p> <p>I have read and understand the <b>Calabar Alumni Florida</b><sup>sm</sup> eligibility and acknowledgement requirements:</p>
	<div style="display: flex; justify-content: space-between;"> <span>Signature of Requestor</span> <span>Date</span> </div>

<b>Endorsements</b>		
<b>School Administration</b>	Must be endorsed by Principal or a Vice Principal	
	Name	Signature
<b>Board of Governor's</b>	Must be endorsed by Board of Governor's for request with a value of exceeding US\$10,000	
	Name	Signature
<b>COBA Jamaica</b>		
	Name	Signature

**Official Use Only**

<b>Approvals</b>	Justification, Goals, Sustainability requirements met?	Endorsements verified?
Calabar Alumni	<input type="checkbox"/> Yes <input type="checkbox"/> No Initials _____ Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Initials _____ Date _____
Chapter President	Approved By: _____ Value: _____	Date: _____