*The goal of the OHEA Children’s Fund is to help meet the needs of students in the Oak Harbor School District. The intent is to ensure that the needs of students do not stand in the way of success within the school setting.*

The Children’s Fund reimburses OHEA members who buy items to meet some of the basic needs of their students.

After identifying a student in need and deciding how to help,

any OHEA member can complete a request on this [**form\***](https://goo.gl/forms/5B17kTh2zpqUaODh2)

to receive pre-approval for a purchase of up to $50 to benefit a student.

Items of clothing like coats, boots and mittens are typical expenditures, along with expendable school supplies for an individual student. Toiletries such as deodorant, shampoo, and toothbrush/paste are also allowed.

If your application is approved, you'll be given instructions on how to receive reimbursement.

The purpose of the Children’s Fund is to help students with dire, immediate needs. As a result, not every purchase for students will be covered.

|  |  |
| --- | --- |
| **APPROVED** | **NOT APPROVED** |
| **Coats** | **Classroom supplies for an entire classroom or teacher** |
| **Gloves** | **Gift cards** |
| **Toothbrush/Paste** | **Food** |
| **Shampoo** | **Toys** |
| **Deodorant** | **Prom dresses** |

This list is not all encompassing, but hopefully helps to illustrate the fund's intent.

Each OHEA member can assist up to 5 students per year.

We strongly encourage our members to apply to the [WEA Children’s Fund](http://www.washingtonea.org/membership/childrensfund/childrens-fund-request/) before using funds from the OHEA Children’s Fund.

**OHEA Children’s Fund Guidelines**

1. The OHEA Children’s Fund is available to OHEA members and is distributed based on availability and **prior approval**. These funds are available on a first come, first served basis.

2.   The student being assisted must attend school within the Oak Harbor School District.

3.   Need is based upon the member providing a validating scenario which can include information such as “the student’s family is on Free and Reduced Lunch program”, “they are low income”, etc.

4.  There is a $50 limit per student per school year.

5.   No assistance is provided for medications, health care, supplies for extra curricular activities, food, graduation suits, toys, or prom dresses.

6.   No assistance is provided for anything medical, i.e., insulin, physicals, or epi-pens.  This is due to insurance implications.

7.   Receipts for open requests must be submitted within 30 days after approval. After 30 days, the approved amount is released back to the Fund for other members to use.  Extensions are not permitted.

8.  Each OHEA member can request assistance for up to five students per school year.

9.  Requests are accepted September 1 through May 1 or until funding is exhausted, whichever comes first.