# WEA Children's Fund Guidelines

1. The WEA Children's Fund is available to all WEA members and is distributed based on availability and prior approval.

2. The student being assisted must attend school within the member's school district.

3. Need is based upon the member providing a validating scenario which can include information such as "McKinney-Vento student", "family is low income", etc.

4. The WEA Children's Fund is not intended to be used for family members of the person submitting the request.

5. Assistance can be provided for purchasing required school supplies, school backpacks, school clothing, and eyeglasses, but not eye exams. Blankets and pajamas are also allowed. School supplies are intended for individual students, not classroom sets.

6. Purchases of PPE (such as masks and shields for individual students), device insurance, headphones, computer mouse and mouse pad, and lap desks are also allowed.

7. NO assistance for toys, toiletries, supplies for extracurricular clubs and sports, food, graduation gowns, or prom dresses.

8. NO assistance is provided for anything medical, i.e. insulin, epi-pens, other medications, health care, or physicals.  This is due to insurance implications.

9. Gift cards are NOT approved for reimbursement.

10. The WEA Children's Fund does not accept Walmart receipts without specific prior approval.

11. Receipts for open requests must be submitted within 30 days after approval. After 30 days, funds are released.  Extensions are not permitted.

12. The reimbursement limit is $100 per student. Each member can request assistance for up to five students per school year, and **each student can only be supported once**. Additional requests for the same student will be declined.

13. Requests are accepted from September 1 through June 15, or until funding is exhausted, whichever comes first.

**These guidelines are NOT all-encompassing**.
For questions or more information, contact the WEA Children's Fund at weachildrensfund@washingtonea.org
or call (253) 765-7033.