**Words Alive Westreich Scholarship Program**

**Fund Request Form**

Words Alive requires the fund request form to be submitted via email ([theresa@wordsalive.org](mailto:theresa@wordsalive.org)), fax (858.274.9675) or mail (5111 Santa Fe Street, Ste 219, San Diego, CA 92109) by the **first Monday of the month**. It takes three days to process the fund requests.

**Recipient Name:**       **Amount requested**: **$**      **Date needed:**      /     /

**Reoccurring?**  Yes  No

**Description and purpose of request(s):**

Please check ALL that apply and provide amounts:

Tuition ($     )

Books ($     )

School Supplies ($     )

School Health Fee ($     )

Bus Pass ($     )  
 Laptop/Computer ($     )

Laptop Bag/Carrier ($     )

Flash Drive(s) ($     )

Internet ($     )  
 Printer ($     )

Printer Paper ($     )

Printer Ink ($     )

Rent ($     )

Gas/Electric ($     )

Food/Groceries ($     )

Toiletries ($     )

Childcare ($     )

Other      ($     )

*Please note that the Westreich Scholarship does not cover cars, gas, car insurance, cell phones, cell service, clothes, or alcohol/drugs.*

     /     /

**Recipient Signature Date**

     /     /

**Mentor Signature Date**

*Mentor must sign off on all requests prior to submitting to the Words Alive office*

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**For office use only:**

           /     /

**Executive Director Signature Date**

**Description of support documentation received:**       **Date of funds transfer:**      /     /