



DATE: October 18, 2019
TO: CBC Students
FROM: Rolando Garcia, M.Ed., Resource Center Director

The Resource Center is again sponsoring our annual Holiday Program for current CBC students who are **low income, who have children under the age of 18, and who cannot afford this on their own.** We realize that in today's economy it is difficult for students to afford school and items for the holidays. This program is designed for students **who are not already** receiving assistance through another agency/program during the holiday season.

The Resource Center matches eligible CBC students with area sponsors. Some sponsors contact the student for more specific information to help with purchasing holiday items for the family. Other sponsors may prefer to remain anonymous and, in that instance, all correspondence will go through the Resource Center.

All of our sponsors are exceptional and enjoy the gift of giving. Therefore, we are asking that you keep your requests reasonable. **Please do not request money or large gifts, such as computers, cars, or other expensive items.** Believe it or not, requests such as these have happened in the past, and were denied! Our sponsors do this project out of the goodness of their hearts and we do not want to abuse or take advantage of their generosity.

STUDENT APPLICATION CHECKLIST

Return your completed application to the Resource Center **by the priority deadline of Friday, November 15, 2019.** Applications will be processed and awarded a sponsor on a first-come/first served basis. **Applications submitted after this date will be processed only if there are sponsors available.** Remember, the earlier you submit your application, the greater the chance that your family will have a sponsor this year.

Please submit this page with your application. Read the following and initial as you complete each item:

- _____ Application is printed in blue or black ink. Incomplete applications will be returned to the student for completion, and will need to be resubmitted.
- _____ My application is completely filled out, and does **not contain any blank spaces.**
- _____ Documents showing my household income, **including year to date information,** are attached.
- _____ My Fall Quarter class schedule is attached.
- _____ My Financial Aid Portal for 2019-2020 and, if applicable, 2018-2019, is attached.

I do not want my sponsor to deliver gifts to my home address. I only want to pick up gifts through the Resource Center.

Please fill out the table below. Documentation for all members of the household showing year-to-date income information must be submitted with the application. Applications cannot be processed until all income verification documents are submitted, and all information is completely and accurately entered. This information is not released to the sponsor.

2019 YEAR-TO-DATE HOUSEHOLD INCOME

Type of Income	Student's Income	Other's Income
Net Pay (after taxes)		
Social Security income		
TANF/GAU		
Unemployment income		
Alimony/Child Support		
Retirement income		
Housing Assistance		
Food stamps		
Financial Aid		
Other income		
Total Income (after taxes)	\$	\$

Approved Forms of Income Verification

- ❖ Pay stubs
- ❖ Bank Statement (if self-employed, or using savings)
- ❖ Canceled checks
- ❖ Spouse/Significant Other's proof of income
- ❖ Parent's/Guardian's proof of income if applicant lives with parent(s)/guardian
- ❖ Roommate's proof of income
- ❖ SSI/SSDI pay stubs
- ❖ TANF/Public Assistance Award letter, **including the page that shows your resources.**
- ❖ Unemployment statements
- ❖ Child support verification
- ❖ Alimony documentation
- ❖ Financial Aid Portal information

My signature below confirms that the information provided in this application is correct to the best of my knowledge, and permits the Resource Center to verify ALL information submitted. I authorize the release of information from any and all agencies.

Applicant Signature

Date of Birth

Printed Name

SID

Household Items Requests

Please circle 10 of your most needed/desired items:

Hygiene:

Baby Wipes
Band-Aids
Bath Soap
Body Wash
Conditioner
Cotton Balls
Dental Floss
Deodorant
Disposable Diapers – Size _____
Lotion
Mouthwash
Q-Tips
Sanitary Napkins
Shampoo
Tampons
Toothbrushes
Toothpaste

Household:

Aluminum Foil
Dish Soap
Fabric Softener
Freezer Bags
Laundry Soap
Plastic Wrap
Sponges

School Supplies:

3-Ring Binders
Notebooks
Pencils
Pens
Writing Paper

Paper Products:

Kleenex
Lunch Bags
Napkins
Paper Towels
Toilet Paper

Clothing:

Earmuffs – Size _____
Gloves – Size _____
Mittens – Size _____
Scarves
Socks – Size _____

