



## Mobile Van Request

Thank you for your interest in having an Enchanted Backpack Mobile Van visit your school or organization. Please review the criteria below to ensure your school/organization qualifies for support from Enchanted Backpack and that your school/organization can fulfill the Enchanted Backpack guidelines. If you have any questions, please contact Hillary Fash, Director, at [hfash@enchantedbackpack.org](mailto:hfash@enchantedbackpack.org).

### Criteria:

Schools/organizations may request a Mobile Van visit if the following two requirements are met:

- A minimum of 50% of students qualify for the free or reduced lunch program or an equivalent "in need" federal or state program.
- Your school is an elementary or middle school or organization focused on serving children in the Chicagoland area.

The majority of vans will be sent to schools, but other organizations that work to better the future of under-served children can request an Enchanted Backpack van. Van requests will be granted based on time, availability and need.

Mobile vans deliver throughout the school year. We realize the need is great in schools that qualify for support, please be patient as we schedule deliveries.

### Guidelines:

- Delivery date and time will be determined by the Enchanted Backpack team and coordinated with the school/organization. Enchanted Backpack reserves the right to reschedule deliveries in the event of inclement weather or other factors that may affect delivery.
- Each delivery site is required to provide a minimum of eight adult volunteers (ie: teachers, administrators, employees, parents) to assist in unloading the van.
- Teachers are highly valued by Enchanted Backpack! For that reason, a dedicated teacher-liaison from the school must be identified in the application. We promise not to take up too much of their time.
- Principal/administrator must sign a Delivery Receipt and Agreement. This includes an acknowledgment of product delivery with a list of donated goods and indicates that Enchanted Backpack materials are for the use of the students, teachers and school/organization.
- Distribution of the items in the school/organization is the responsibility of the Principal/Administrator.
- Feedback is a gift. Enchanted Backpack requires the principal/administrator and 10 teachers fill out a brief evaluation form within eight weeks of the delivery.
- When possible, schools/organizations will provide photos, videos and/or testimonials demonstrating the positive effect Enchanted Backpack has had on children and teachers. These may be used in Enchanted Backpack communication materials, on social media channels and website.



School Information:

School/Organization Name:

Address:

School District (if applicable):

Check one:  Public School       Private School       501c3 Organization

Name of Principal/Administrator:

Length of time at School/Organization:

Email & Phone:

Name of Teacher-liaison:

Length of time at School/Organization:

Grade taught:

Email & Phone:

% of children receiving free/reduced lunch:

# of McKinney-Vento students (if any):

% of Spanish speaking students:

% of student speaking language other than English/Spanish and specify language(s):

Dates school/organization is in session:

Grade levels taught/serviced:

Number of full-time classroom teachers:

Number of additional staff:

Part-time:

Administration:

Number of Students in your school:

Number of Classrooms in your school:

Do your students wear uniforms? If yes, please describe:

Strength of parent/teacher organization (circle one):      Somewhat Strong      Very Strong      Not Strong

[www.enchantedbackpack.org](http://www.enchantedbackpack.org)



A list of items that Enchanted Backpack delivers can be found on the last page of this packet.

Should Enchanted Backpack deliver to your school, please provide details on how the donation of these items would make an impact for your students and teachers. Also, share with us a little bit about your school and the needs of the students:

Are there any items listed that you would not have a need for?

Provide at least one, or up to three, elementary or middle schools that would qualify for support from Enchanted Backpack, include contact information when possible:

- 1.
- 2.
- 3.

Is your school or district on social media? If yes, please provide handles for Instagram, Facebook and Twitter:

Instagram:

Facebook:

Twitter:

By signing below, you acknowledge that your school qualifies for Enchanted Backpack's Mobile Van Program and agree to follow all guidelines outlined on page one of this agreement. If guidelines are unable to be met, a Mobile Van Delivery from Enchanted Backpack may not be possible.

\_\_\_\_\_  
Signature, School Principal/Site Administrator

\_\_\_\_\_  
Date

Please return form to Hillary Fash, Director, at [hfash@enchantedbackpack.org](mailto:hfash@enchantedbackpack.org).

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## What is on an Enchanted Backpack Mobile Van?

Quantities vary depending on the size of the school but below is a list of what items to expect:

### 25 core supplies

Colored Pencils	Markers
Comp. Notebooks	Pencils
Construction Paper	Pens
Copy Paper	Permanent Markers
Crayons	Pocket Folders
Dry Erasers	Sticky Notes
Dry Erase Markers	Scissors
Elec. Pencil Sharpeners	Spiral Notebooks
Erasers	Staplers
Glue Sticks	Staples
Highlighters	Tape
Index Cards	Three Ring Binders
Loose Leaf Paper	

### Soft Goods

Winter Jackets  
Socks  
T-Shirts

Hats  
Gloves  
Underwear

### Personal Hygiene Items

Deodorant  
Toothbrushes  
Toothpaste

### Books

Every Mobile Van delivery will include 1,500- 1,800 brand new books!

### Other Items

Shoes  
Headphones/Earbuds  
Board Games  
Recess Equipment (variety of balls, jump ropes and more)  
Boxes of Art Supplies  
Boxes of Incentive Items

In addition to these items, if our warehouse has any fun items or items of necessity in stock that aren't listed here, we will be sure include them on the van!

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