

## Hutchinson Elementary School Community Relief Guidelines

Through the generosity of our school partner, Northwestern Mutual Goodwin-Wright, Hutchinson Elementary is able to offer emergency relief funds for families in need. The guidelines for receiving emergency relief are as follows:

- Families must have a student enrolled at Hutchinson Elementary during the 2019-2020 school year.
- It is preferred that families requesting emergency relief have the Cash App to receive relief.
- For families that do not have access to Cash App, gift cards will be distributed by U.S. mail or by in-person appointments.
- Requests for emergency relief must be emailed to: <u>sbroadway@atlanta.k12.ga.us</u> and include the information below.
  - 1. Name of student(s) that attended Hutchinson Elementary School.
  - 2. Total number of children in the household
  - 3. Requested amount (the amount of relief may differ from the requested amount)
  - 4. Cash App I.D.
  - 5. If Cash App is not available, mailing address.
  - 6. If relief is needed sooner than two-three days, include a phone number in the email so that an appointment can be set.
- We are so grateful to Northwestern Mutual Goodwin-Wright for their kindness and unselfishness during these tough times, and we want to be able to extend this relief to as many families that are in need. As such, we will only be able to offer relief on a case-by-case basis and once the allotted funds for the week are exhausted, families in need will have to wait until the next week for additional requests. Families can request assistance multiple times, however there will be a maximum of \$500 that we are able to offer to each family. This will allow us to support as many families as possible.

If you have any questions, please email Dr. Shuanta Broadway at <u>sbroadway@atlanta.k12.ga.us</u> or leave a message at (404) 802-7650.

Dr. Shuanta Broadway Principal Hutchinson Elementary School