Please use this form to request a change in the application or to inform us of any personnel changes.

*STEM Library Lab Service Learning Program*

*3011 N. I-10 Service Road East, Metairie, LA 70002*

| CHANGES FORM  Select all that apply below.  *Note****: Any change in your application needs to be approved before being implemented.*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Received |
| --- | --- |

| Your Name: | Date: |
| --- | --- |
| School Name: | Phone: (   )     - |
| Email: | |
| Title of Plan: | |
| School Year: | |

| **Request an Application Change:** |
| --- |
| ☐ Changing timeline for event(s)  *What are your new dates? What is the event?* |
| ☐ Changing Service Partner  *Who was your previous partner? Who is the new partner?* |
| ☐ Reallocating funds  *How much will be reallocated? What were they being used for? What are they being reallocated to?* |
| ☐ Returning unspent funds  *How much are you returning? Why was the money unspent?*  **\*Make checks payable to Brown Foundation\*** |
| ☐ Not implementing Plan  *Why will you not be able to perform your service learning plan this year?* |
| ☐ Other  *Please describe your change:* |

| **Inform About Personnel Changes:** |
| --- |
| ☐ New Principal: |
| Replacing: |
| ☐ New Service Learning Contact: |
| Replacing: |
| ☐ New Teacher: |
| Replacing: |
| ☐ Other: |