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:       |