

# Joplin Schools Procedures for Bright Futures Joplin Requests



## Requests for Immediate Student Needs (clothing, shoes, school supplies, winter wear)

1. The staff or administration identify the student or family needs.
2. The **clothing and shoes** request form is completely filled out online.
3. Bright Futures Joplin staff and volunteers will receive the request and fill the need within 24 hours. If there are any questions, requesting staff member will receive communication from the BF office.

## Requests for Other Student Needs:

1. The staff or administration identify the student or family needs.
2. If the student needs additional supports such as food, community referrals, transportation, etc., complete the **other student needs request** online.
3. Your building principal and school counselor will receive email notification of this request. The principal will need to email authorization to the Bright Futures Joplin office prior to us responding to the request. If you have questions about what Bright Futures Joplin can help with, you can talk to your principal or school counselor or simply call the Bright Futures Joplin office.

## Classroom Needs Requests:

1. One of Bright Futures Joplin's goals is to fill the gaps for materials that teachers need in their classrooms. It is important to involve the building principal in this process to ensure that they don't have other funding sources or resources that should be utilized first. If you have a classroom need, you may complete the online **classroom needs request form**. Your principal will receive an email notification for this request and will need to send an email authorization to the Bright Futures Joplin office prior to us responding to the request. For further assistance or to ask questions, please don't hesitate to contact the Bright Futures Joplin office.

## To find requests online:

1. Go to [brightfuturesjoplin.org/app](http://brightfuturesjoplin.org/app) from your computer web browser.
2. From that screen, you will see links to each of the needs request forms. Simply fill out the appropriate form and hit submit, and it will automatically be sent to the Bright Futures Joplin office for completion.
3. Any approvals and notifications are accomplished automatically once you submit the request. We will contact you if there are any problems or if your request is not approved by the principal.
4. If you have any questions, please call the Bright Futures Joplin office at 625-5200, ext. 2031.