

The Hawley Foundation for Children

Request for Discretionary Funds Checklist

To request funds, a social worker, service coordinator, case manager, physician, school nurse, therapist, teacher, counselor, etc. must submit a written request on letterhead that describes the need(s) of the child.

Please include:

* Name and age of child(ren)
* Amount requested
* Purpose of funds

Please provide the following which will be needed if your request is approved.

* To whom the check should be made payable
* Name and address to send check

*All information shall remain confidential.*

Send to:

The Hawley Foundation for Children

Discretionary Request

P.O. Box 1017

Saratoga Springs, NY 12866