

How and When to Use the “Changes Form”

We know that things can change between the time you submit your application and when you begin the service learning experience the next school year. **We want to know your thinking before the change occurs/is implemented.** Please communicate the new information through the “CHANGES FORM.”

Some examples of when to use the changes form:

- **Not enough money to complete your plan.** In the budget of your application you planned for 5 bus trips, but transportation prices have increased and you only have enough money for 4 trips. You need to omit one trip or transfer money from another category to transportation. Once you consider a new plan, please submit the “Changes Form” to request approval of the change before you implement it.
- **Excess funds.** You have funds remaining and you would like to reallocate. Please use the “Changes Form” to ask for approval.
- **Plan costs less than anticipated.** Please send a check to the Brown Foundation for unspent funds along with this form – this will not jeopardize future funding.
- **Unable to implement service learning project at all.** Please notify us as soon as you know to explain what is preventing the completion of the plan. You may be asked to return the awarded funds. The situation will not prevent you from applying the following year.
- **Returning funds.** Submit this form with your school’s check to detail why the funds were not used or your school was unable to implement the approved plan.
- **Anticipated timeline changes.** You have planned to hold two events to demonstrate what your students have accomplished. One is scheduled for November and the other for March. Later you discover that the second conflicts with the testing and needs to be moved to January. Let us know the new date as soon as possible. Since we use the anticipated timeline in the application to plan visits to schools and at different stages of the service learning experience, we would like to know about changes in dates.
- **The service partner needs to be changed.** When you return to school in the fall you learn that Ms. Jones did not return to Highland Elementary School where your students were partnering with her fourth grade class. The new teacher is not able to participate. You find that Mr. Harris at Thomas Elementary would like his fourth grade class to participate. Please let us know.
- **Change of personnel.** Please tell us when your school has a new principal or when a different person will implement the service learning plan.
- **Any change in your application needs to be approved before being implemented.**

Note: Please do not hesitate to be in touch with us. We want to fund service learning and be supportive of your school’s unique circumstances. Allow us to be supportive by keeping in touch. Thank you!