



CEBUANO SPEAKING ORGANIZATION
(a 501 (c)(3) non-profit organization)
P.O. BOX 56715, PORTLAND, OR 97238
cebuanospeakingorg@yahoo.com

Paper & Pencil Project Request Form

Date: _____

Recommended by: (CSO Member Name) _____

Main Purpose of your request: _____

Amount \$: _____

Grade Level of Recipients: _____

Name of School: _____

Address: _____

Summary of School Supplies:

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Teacher/Advisor Name: _____

Signature: _____ Date: _____

Principals Name: _____

Signature: _____ Date: _____



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Paper & Pencil Project — Eligibility Criteria

To qualify as a recommending member, you must meet all of the following:

- **Active Membership:** Be an active CSO member for at least three consecutive years.
- **Meeting Participation:** Attend at least two CSO meetings each year.
- **Event Participation:** Participate in at least one CSO event each year.
- **Eligibility Frequency:** A member may qualify as a recommending member only once every three years.

Eligibility and Guidelines for School Supply Support:

1. **Eligible Schools:** Only public elementary schools in the Philippines may be recommended for support.
2. **First-Grade Allocation:** Selected schools must allocate the donated supplies to first-grade students.
3. **Application Process:**
 - The classroom teacher must complete and sign the application form.
 - The school principal must sign to verify and approve the request.
4. **How to Obtain Forms:** Application forms are available from any current CSO officer or online @ cebuanospeaking.org.
5. **Submission Deadline:** All applications must be submitted **on or before** November 30th.
6. **Announcement of Recipients:** Approved schools will be announced during our annual Christmas Party.
7. **Release of Checks:** Checks will be awarded during the second-quarter meeting (around April).
8. **Acknowledgment Letter:** The school principal is asked to provide a formal letter of acknowledgment to CSO, expressing gratitude for the support received.
9. **Documentation Requirement:** Recipient schools must provide **photos and videos** of the distribution for transparency and promotional purposes.