From:	Tana Monteiro
To:	Elizabeth Lopez; Kieron Slaughter
Cc:	RAYMUNDO HERNANDEZ
Subject:	REQUEST FOR FY 2025-27 ONE-TIME SPECIAL EVENT SPONSORSHIP FUNDS - CLOSE UP PROGRAM FOR HELMS MIDDLE SCHOOL STUDENTS D.C. TRIP
Date:	Wednesday, January 21, 2026 1:01:28 PM

Dear Elizabeth and Kieron,

My name is Tana Monteiro. I work with Ray Hernandez at Helms Middle School. Ray forwarded your email to me so that I can support with getting you all the information you need regarding our request with support for Helms students to go to Washington DC with the Close Up program.

- **Event Date and Location:** April 6th through April 10th (Spring Break)
- **Event Sponsorship Need:** $2,000
- **Purpose of Event:**To send ten Middle School students and two school chaperones to Washington DC and Philadelphia for a week during spring break with the Close Up Program to learn about our nation's history and public service and civic engagement. For many of our students, this will be their first time flying and the first time away from their parents for a week. This trip really supports students in becoming independent, and they begin to think about what going away to college will be like, realizing that they can have the agency and confidence to attend college.
- **Event with Serve:** The event will serve 10 students and two chaperones
- **Who is the non-profit fiscal agent:** Bay Area Community Resources
- **More information about the Close Up Program:**Close Up is an immersive program where students use the nation’s capital as a living classroom, where they explore iconic sites and discover how the issues and ideals represented in them impact us today. Through interactive workshops and facilitated debates and deliberations, students gain a deeper understanding of both historical and current issues, the importance of civil discourse, and their unique role in our political system.

Please let us know if you need any other information. We would be so grateful for your support. We have been fundrasing for the past six months and this would truly be the experience of a lifetime for our students.

Sincerely,
Tana and Ray

Tana Monteiro

Community School Director
Helms Middle School
510-292-1930