FULL NAME

ADDRESS

Dear [College President],

As you know on March 27th, 2020, Congress passed the CARES Act. As a part of this stimulus bill, our campus received $XXX,XXX\*\* in emergency aid dollars which the Department of Education has directed campuses to distribute directly to students who have been financially impacted by the pandemic.

As proud students of [College / University], we urge your office to commit to the following principles in disbursing the emergency cash assistance under the CARES Act.

1. **Student Leadership:** Appoint at least one student to work as an equal contributor to your emergency financial aid distribution.
2. **Equity:** Proactively distribute aid to students who are financially vulnerable and eligible for this emergency aid, such as students receiving Pell grants, first-generation college students, parenting students, students of color, and Foster Youth. Since many international students and undocumented students are ineligible for this emergency aid, work to make available a separate fund for such students.
3. **Expediency:** Students needed help weeks ago. Commit to **begin distributing funds** **within 30 days** of receiving them from the U.S. Department of Education.
4. **Transparency:** Communicate proactively with students and with the public about how the college or university is distributing aid.

By committing to each of these four principles as you distribute these funds, you help ensure these tax dollars are effectively spent supporting our most impacted peers.

We ask that if your office agrees to these principles, and if you are interested in adding [College/University] to a public list of institutions of higher education committed to the above principles, please let us know by emailing [e-mail@email.com].

Sincerely,

[Your Name and Student Org]