

**Participant Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Opportunity Passport™ # \_\_\_\_\_  
Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ County \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_  
Preferred contact method:  Phone  Text  Email

**Banking Information**

Name of Bank/Credit Union: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Current Account Balance: \$ \_\_\_\_\_  
Amount to be used for Asset Purchase: \$ \_\_\_\_\_  
Account Balance after Asset Purchase: \$ \_\_\_\_\_

NOTE: A minimum account balance of \$65.00 must be maintained to remain an Iowa Opportunity Passport™ participant.

(Please call your banking institution for all balance inquiries)

**Asset Information**

Please attach required supporting documentation

Asset Description:  
\_\_\_\_\_  
\_\_\_\_\_  
Name and Address of Seller:  
\_\_\_\_\_  
\_\_\_\_\_  
How long have you saved for this purchase? \_\_\_\_\_  
What was the source(s) of these savings? \_\_\_\_\_  
Total cost of Asset: \$ \_\_\_\_\_  
Participant Share: \$ \_\_\_\_\_  
Match Amount: \$ \_\_\_\_\_

## Donor Appreciation

Matching funds for approved assets are provided in part through the generosity of donors who care about improving the lives of young people involved in the foster care system. The Evelyn K. Davis Center requests that Opportunity Passport™ participants who wish to take advantage of matching funds for approved asset purchases use the space below to express their appreciation to the individuals who have graciously provided funding to support the financial goals of participants.

In addition to the expression of gratitude, we also ask that participants please provide a photo of their new asset. Thank you notes and images may be sent to [rgbibens@dmac.edu](mailto:rgbibens@dmac.edu).

**For example:**

*"Thank you so much for your generous donation to Opportunity Passport. Recently I was able to match the funds I'd saved to purchase a used car. Having reliable transportation allows me to keep my job and remain in school. I currently work at a local grocery store and attend night classes. My long-term goal is to own my own photography business. Please know that your help does make a difference and thanks again." John Smith – 08/15/2016*

(Participant could provide a photo of the car, or the car in front of the school or the place of employment – use your creativity!)

**Note:** Your full name will not be included in your expression of gratitude to the anonymous donor. Thank you.

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## Participant Authorization

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If youth is under 18)

**NOTICE: Allow 5 business days after submission of paperwork to the Evelyn K. Davis Center for review and processing of this request.**

When process is completed, please notify me:

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Provider Checklist**

**To be completed by your Aftercare Advocate or Opportunity Passport™ Provider Only**

- Participant has provided all required documentation.
- Participant has completed asset specific training assessment. Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Submit completed form to:**

**Opportunity Passport™**

Evelyn K. Davis Center for Working Families  
1171 7th St. Des Moines, IA, 50314  
Email: [rgbibens@dmacc.edu](mailto:rgbibens@dmacc.edu)  
Phone: 515-697-1483

**NOTE:** A minimum account balance of \$65.00 must be maintained to remain an Iowa Opportunity Passport™ participant. A minimum of 75% of the monies the participant plans to use toward the asset purchase must be in their Opportunity Passport™ savings account for **at least 21 days**. Matching funds are only approved for assets purchased from vendors; they are not approved for previously purchased assets already in the participant's possession.

**For Evelyn K. Davis Center**

Date received: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  Bank/Credit Union Information verified  
 Asset purchase processed  Data Entered into OPDS Initials \_\_\_\_\_

Opportunity Passport™ was created and is supported by the Jim Casey Youth Opportunities Initiative. Opportunity Passport™ is coordinated in Iowa by the Evelyn K. Davis Center in partnership with the Iowa Department of Human Services, United Way of Central Iowa, and several private foster care providers and community based organizations.