

DONATION FOR CHARITIES COLLECTION PROCEDURE

Donations to schools and the district are welcomed and community partnerships are encouraged, subject to the following guidelines.

Before you start the requests for charity collection, make sure you or your group completes a **DONATION FOR CHARITY COLLECTION APPLICATION FORM**. If you do not complete the application, you will not be able to accept charitable donations and /or receive a purchase order (if applicable) from the district or school.

GUIDELINES:

1. The person and/or group(s) accepting charitable donations must fill out a **DONATION FOR CHARITY COLLECTION APPLICATION FORM** and submit it first to the Principal and second to the Director of Athletics and Student Activities for approval.
2. The Director of Athletics and Student Activities will notify the person, group or sponsor that the donation for the charity is approved.
3. When it is a monetary donation, the Director of Athletics and Student Activities will forward the application to the Treasurer/CFO for approval (when applicable).
4. Upon completion of the charitable donation drive, the person or sponsor who ran the drive must complete the second page of the application form and return it to the Principal. The Principal will forward the application form to the Director of Athletics and Student Activities who will then forward it to the Treasurer/CFO for record keeping purposes. A requisition (if needed) for the monetary donation will be submitted upon approval and end of the collection for the charity.
5. ALL charitable donations must be given to the charity named on the application form. Distribution of charitable items to other parties is not acceptable. Monetary donations are first deposited with the Treasurer/CFO and a purchase order is created to make a check payable directly to the charity.
6. Donations from outside entities must be approved prior to distribution. If someone donates items to the school or district for students, the items must be distributed specifically to students or the identified charity.

Note: These guidelines apply to school sponsored events.