



## BRUCE-MONROE ELEMENTARY SCHOOL at PARK VIEW

*A Global Citizenship School | Una escuela con ciudadanos del mundo*



**Ms. Alethea B. Bustillo**  
Principal

**Mr. Daniel Vivas**  
Assistant Principal

### Donations and Fundraising

The goal of this document is to outline the DCPS approved methods for receiving donations and fundraising at Bruce-Monroe ES at Park View.

#### Donations

**Per DCPS policy – Schools may not solicit, accept, or use donated funds, services, or property without prior approval by OPGS. We can however fundraise for specific goals/projects. (See below)**

- **Unsolicited Donations under \$500 (funds, services, or property)**
  - Donor completes “Donation Drop off Form” with Mr. Hicks or Ms. Mejia the main office.
  - Both the donor and the school representative (Mr. Hicks or Ms. Mejia) must sign the “Donation Drop off Form” before the donation can be made.
  - School submits “Donation Drop off Form” to DC government. Donor may request a copy for their records.
  - Note: We can only accept cash and checks. Check should be made out to “Bruce-Monroe ES at Park View.”
  - Timeline – Donation is received as soon as the “Donation Drop off Form” is signed by the school and the donors. Fund should be available to use within two weeks.
- **Donations over \$500 (funds, services, or property)**
  - Part 1 – OPGS determines if DCPS can legally accept the donation.
  - Part 2 – DCPS submits donation form to OPGS for formal processing.
  - Part 3 – OPGS send thank you letter to donors and publishes quarterly report.
  - Timeline – Donation is received as soon as the Part 1 and Part 2 are complete. Goods or services can be received within 2-4 weeks after Part 1 and Part 2 are completed. Funds may take additional time.
  - Please have any donor interested in making a donation over \$500 come speak with Mr. Hicks for more details and required paperwork.

#### Fundraising

When considering fundraising for a specific goal or purchase, please feel free to talk with Mr. Hicks about which of the options below may fit best with your goals.

- **Fundraiser Events (Bake sales, Community events, or other 1 time events)**
  - All cash and checks collected during these events should be turned into Mr. Hicks within 24 hours of the event.
  - Fundraiser event coordinator and Mr. Hicks count the money together and agree on the total funds raised.
  - Funds are deposited by Mr. Hicks into the appropriate school account. The three options for this are:
    - Student Activity Fund (SAF) grade level accounts. (PK, K, 1<sup>st</sup>, etc.) These funds can only be used for student related events or purchases in the designated grade level.
    - Student Activity Fund (SAF) General fund. These funds can only be used for school wide student related events or purchases.



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- Staff Activity Fund (SAF). These funds can only be used for staff related events or purchases.
  - Timeline – Donation is received as soon as the Fundraiser Event Coordinator and Mr. Hicks agree on total funds raised. Funds should be available to use within two to three weeks.
- **Teachers/Staff only – Donorschoose.org** (best for classroom level fundraising for services or property)
    - Go to <https://www.donorschoose.org/teachers>
    - Follow directions to create an account and fundraising page. We have many staff members in the building who have experience and success with donorschoose.org, so don't hesitate to ask for help.
    - Share your donorschoose.org link with staff, families, and community.
    - Once the fundraising goal is met, donorschoose.org purchases the service or item and ships it to you at Bruce-Monroe.
    - Timeline – Depends on how fast the goal is reached and how long it takes to purchase and ship the service or item.
  - **Create a "Go Fund Me" type listing on DC Government Site** (Best option for larger school-wide fundraising projects.)
    - Meet with Mr. Hicks to review the fundraising goal and determine next steps.
    - Create fundraiser project goals/outcome description.
    - Submit to OPGS, once they post the project to their website, they will share the hyperlink to the project.
    - Share the fundraising link with staff, families, and community.
    - Once the fundraising goal is met, OPGS deposits the fund in one of our school accounts and we purchase the services or property.
    - Timeline – Getting the project listed on DC Gov website may take a few weeks. The rest depends on how fast the goal is reached and how long it takes OPGS to deposit the funds into our school's account. Once the deposit is made, it could take as much as two months to spend the funds.
  - **Fundraise with the PTU**
    - The PTU now has all of the appropriate documentation to fundraise and make donations to the school as a non-profit organization. The benefit of this type of fundraising is that the PTU handles all of the individual funds and make a one-time donation to the school for the total amount. This donation is bound by the same rules and regulations outlined in the donations section above.
    - Please feel free to contact Mr. Hicks or the PTU Treasurer for additional information and next steps.
    - Timeline - This donation is bound by the same rules and regulations outlined in the donations section above.

**NOTE: Bruce-Monroe will be unable to accept any funds raised or donated in a manner not approved and described in the above document.**