

DCPS DONATIONS QUICK GUIDE

WHAT IS A DONATION?

DCPS considers a donation anything provided to a student, school, office, or staff member free of charge that would normally come with a price.



DONATION AGREEMENTS - OVER \$500

Before accepting any donation over \$500, a donation agreement must be in place. The donor should **fill out this form** to get started.



DONATION AGREEMENTS - UNDER \$500

For donations under \$500 the donor can fill out the **Donation Drop Off Form** and send it to **DCPS.Partnerships@k12.dc.gov**.



FINANCIAL DONATIONS

All financial donations must be in the form of a check (NO CASH), made out to "DC Treasurer", and sent to Central Office. Once received by Accounts Payable, you can work with your Budget POC on loading it into the appropriate funding attributes.



DONORSCHOOSE

Teachers and school staff can go to **donorschoose.org/dcps** to begin collecting funds for your school or classroom. No donation agreement required!



THANKING DONORS

DCPS encourages schools and offices to thank donors for thinking of DCPS. You can do so through letters of appreciation, photo opportunities/press releases, certificates, or other items that commemorate the donation.



Certain donations may require additional steps or approvals before accepting the donation. Please visit the DCPS Partnerships website for more information:

dcpspartnerhips.com

Questions? Email DCPS.Partnerships@k12.dc.gov