

DCPS Donation POC Start of School Readiness Checklist

How to ensure you're ready for all things donations at your school

- I have completed the DCPS Donation Training** and understand what qualifies as a donation, donation rules, and where to find donation resources.
> If no, please complete the Peoplesoft training (DT21)
- I know where to locate the forms for donations over and under \$500.** I have copies of the under \$500 donation form printed and readily available for any drop-off donations. **TIP: Bookmark these forms for easy access!**
> If no, find them on the DCPS Partnerships website
- I understand that donations over \$500 need to be reported to the Mayor's Office *prior* to accepting the donation.** If I find out about a donation over \$500 that's already been received or will be delivered within 1 week and the donor has not already completed the donation agreement request form, I will email DCPS.Partnerships@k12.dc.gov promptly.
>If no, please review the PeopleSoft training (DT21)
- I understand that my school's PTO/PTA/HSA is also subject to the donation process** and I will communicate this information with them to ensure they obtain a donation agreement for the school year.
>If no, please review the Peoplesoft training (DT21)

[Click here or scan the QR code for Donation Resources](#)

