

WHAT TO REMEMBER WHEN RECEIVING DONATIONS



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 signed donation agreement must be in place.

Scan QR code below for the DCPS Donation Agreement Request form.



DONATION AGREEMENTS - UNDER \$500

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

Scan QR code below for the drop-off form.

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, work with your Budget POC to load funds into your budget.



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 their contributions to 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:
dcpspartnerships.com

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



SCAN ME