

***Sponsored by the Poway Federation of Teachers, Poway Unified School District, and PUSD Foundation***

[www.pusddonate.org](http://www.pusddonate.org)

**PURPOSE:** *The Classroom Supplies – Online Donation website* provides an **easy and convenient** way for parents to donate directly to the classroom for supply and copy needs. Allows:

* Parents the option of donating directly to their child’s teacher(s), program, department, grade level, program, or the school site’s general fund using this online donation website.
* Credit card donations are deposited directly to the site’s donation account. Teachers access their donations the same way they access their site supply budget account.
* To date, teachers and schools have received more than $100,000.00 in donations using this website. It works! ☺

**HOW TO USE THE SITE:** To provide **greater equity for all classrooms**, individual teachers may work with their grade-level, department and/or site to determine their collective supply/copy needs. For example, a science dept. may request donations be made to their “science dept.” rather than individual teachers. Donating to individual teachers is always an option.

* Parents may access the donation website by going to [www.pusddonate.org](http://www.pusddonate.org).
* Teachers receive an email confirmation when the donation is made. The email includes the donor’s name and email address, the amount of the donation, and the student’s name (if provided by the parent).

**ACCOUNTABILITY:** The *Classroom Supply Donation* account has its own unique 0100-019 accounting code, separate from the site’s general donation account.

* Parents receive a tax deduction and email confirmation when donating**.**
* The donation site offers a Matching Gift Program (view the site for directions).
* **The donation site is only to be used for those items students and teachers use for instruction**. For example, classroom workbooks, software, reading books, docucams, projector bulbs, subscriptions…are acceptable.
	+ Teachers may purchase technology, but we ask that the teacher first check with their principal. The primary function of many site Foundations is to purchase software and technology and teachers should be coordinating their efforts.
* The PUSD Foundation provides monthly accounting reports to each school site. The report indicates all donations received, to whom or where (teacher, dept., program, site...) the donation was made, and the amount of the donation. Donors pay a convenience fee for each donation transaction.

**WEBSITE QUESTIONS**: Contact Kelly Hamm at our PUSD Foundation, kehamm@powayusd.com or Kris Hizal at the Poway Federation of Teachers, khizal@powayteachers.org