

**THE
FUND
FOR PORTLAND
PUBLIC SCHOOLS**

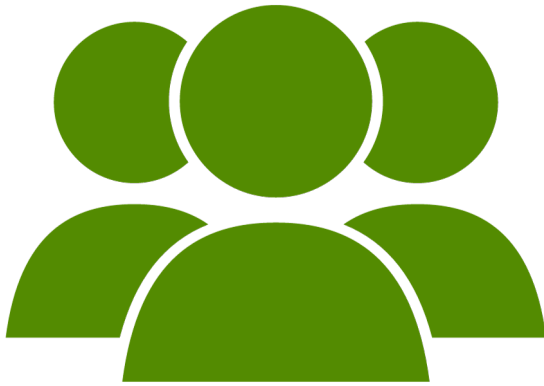
Local School Foundation Training

Fall 2023

www.fundforpps.org

THE FUND FOR PORTLAND PUBLIC SCHOOLS

Meet the Team



General Inquiries/Team Email

info@fundforpps.org

Nailah Roque, School Partnerships Manager

nroque@fundforpps.org

Robyn Faraone, Director of Strategic Partnerships

rfaraone@fundforpps.org

Chair/Treasurer Training

Local School Foundations Operations

Full details available in the 2023-2024 LSF Handbook

www.fundforpps.org

LOCAL SCHOOL FOUNDATIONS - LANDING PAGE

fundforpps.org/localschoolfoundations

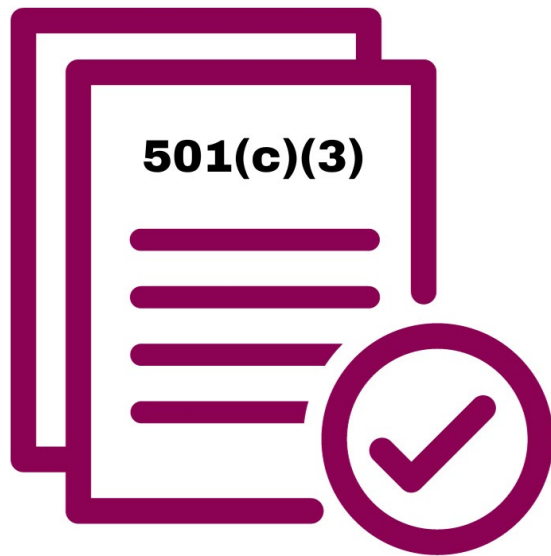
IMPORTANT FORMS



- **IRS Tax Exemption Letter**
- **Check Deposit Form**
- **Cash Deposit Form**
- **Check Request Form**
- **Expense Reimbursement Form**
- **Square Guide**

IRS DETERMINATION LETTER

Tax ID 84-2040549



The Fund for Portland Public Schools
is a 501(c)(3) nonprofit organization
registered with the Internal Revenue Service.

Our [IRS Determination Letter](#)

is available to download at

fundforpps.org/localschoolfoundations

ONLINE DONATIONS

fundforpps.org/donate



Submit Excel Forms
Electronically to
info@fundforpps.org.
Include Printed copy with
physical checks/cash.

Online Donations - www.fundforpps.org/donate

- ◆ Monthly and One-Time Donations Available
- ◆ Website is for donations only
- ◆ Square may be used for sales

Online Donation Forms - School Specific

- ◆ For school-specific donation forms, contact info@fundforpps.org
- ◆ Example: [Sample School Donation Form](#)

CHECK DEPOSITS: FORMS & PROCESS

fundforpps.org/localschoolfoundations



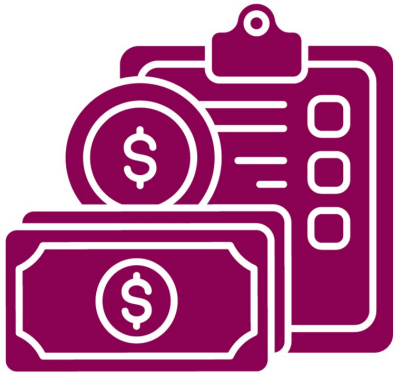
Submit Excel Forms
Electronically to
info@fundforpps.org.
Include Printed copy with
physical checks/cash.

Checks & [Check Deposit Form](#)

- ◆ Make Checks Payable to “The Fund for PPS”
- ◆ Include LSF Name in Memo line
- ◆ Email Check Deposit Form to:
info@fundforpps.org
- ◆ Mail Check Deposit Form and Checks to:
The Fund for PPS
501 N Dixon Street
Portland, OR 97227

CASH DEPOSITS: FORMS & PROCESS

fundforpps.org/localschoolfoundations



Submit Excel Forms
Electronically to
info@fundforpps.org.
Include Printed copy with
physical checks/cash.

Cash & [Cash Deposit Form](#)

- ◆ Count cash in the presence of two people
- ◆ Do not commingle personal and Foundation funds
- ◆ Submit cash to Treasurer immediately after collection
- ◆ Treasurer should submit cash for deposit to The Fund for PPS promptly (contact info@fundforpps.org)

Check Requests & Expense Reimbursements

fundforpps.org/localschoolfoundations



Check Request Form - *PREFERRED!!!*

- ◆ Attach Invoice
- ◆ Two authorized signatures required

Expense Reimbursement Form

- ◆ Original Receipts Preferred, not invoice
- ◆ Person requesting reimbursement cannot also be an authorized signer
- ◆ Submit within 30 days

Acceptable Signatures

- ◆ Digital ID
- ◆ Wet Signature
- ◆ Email confirmation - Copy all signers, reply-all "Approved"

***Principal's Signature Required for Requests of \$5,000 or more.**

FINANCIAL MONTHLY REPORTS

Emailed from info@fundforpps.org



Monthly Financial Reports are:

- ◆ Emailed to LSF Chairs, Treasurers & Principals
- ◆ Sent on the 10th business day of the month
- ◆ Reflect funds raised in the current fiscal year only

***Please review monthly reports regularly and let us know if you have any questions.**

Donation Platforms & Payment Gateways



- Let us know if you're looking to use a fundraising platform that requires the use of the Fund's payment gateway
- To connect to our payment gateway, email the Fundraising Platform Login Information to info@fundforpps.org.
- Available Payment Gateways
 - Stripe
 - Authorize.net
- Platforms currently used/supported
 - Tofino/SchoolAuction.net
 - EventGroove
 - Square
 - Stripe

Donation/Tax Receipts



Annual Contribution Statements

Annual contribution statements for donors who contribute \$250+ cumulatively will be sent (via email or post mail, if provided) by January 31st, 2024 for gifts received January 1, 2023 through December 31st 2023.

Third Party Platforms Acknowledgements

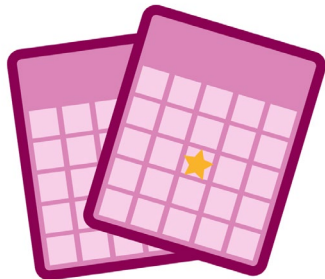
Platforms such as Stripe, EventGroove and SchoolAuction.net send their own tax deductible receipts. The Fund for PPS does not retain donor information from 3rd Party platforms.

Charitable Gaming: Raffle & Bingo



Raffle

The Fund for PPS holds a raffle charitable gaming license. A license is needed only if the raffle intends to raise more than \$10,000. If you intend to hold a raffle, email info@fundforpps.org for reporting requirements.



Bingo

The Fund for PPS has NOT submitted an application for a Bingo license. If you are interested in hosting a Bingo event, please contact info@fundforpps.org. You will need to provide specific information before the Fund can submit an application for a license.

SALES & EVENTS

OLCC, Liquor License



Sales

- Contact info@fundforpps.org
- Square Readers Available
- Credit Card Reader Rentals Available
- [Square Guide - Label items with school name](#)



Events

- Contact info@fundforpps.org with event dates
- Serving Alcohol? OLCC & Temporary Sales License
- Reserving Card Readers/Swipers (SchoolAuction.net)
- Special Event Endorsement Form

PPS PARENT FUND AWARDS

fundforpps.org/ppsparentfund

As you know, PPS has a policy that requires LSFs to share one-third of the funding that they raise for staffing.

- The first \$10,000 that is raised is exempt.
- Funds raised above \$10,000 are split with one-third going into the PPS Parent Fund and two-thirds staying with the school that raised the funds.

Schools with 15% or more students qualified for free meals receive a PPS Parent Fund Award. The size of their award is based on the number of students who are underserved. School Principals propose how they will use the funds towards their school improvement goals. Typical expenditures include: increasing hours of a part-time staff person (e.g. office staff, EA), family engagement, student supports and activities.

In 2023-24, 62 schools and programs were awarded \$1,168,000.

[Click here to view the 2023-24 PPS Parent Fund Awards](#)

FLOW OF FUNDS

Timeline - School/Fiscal Year

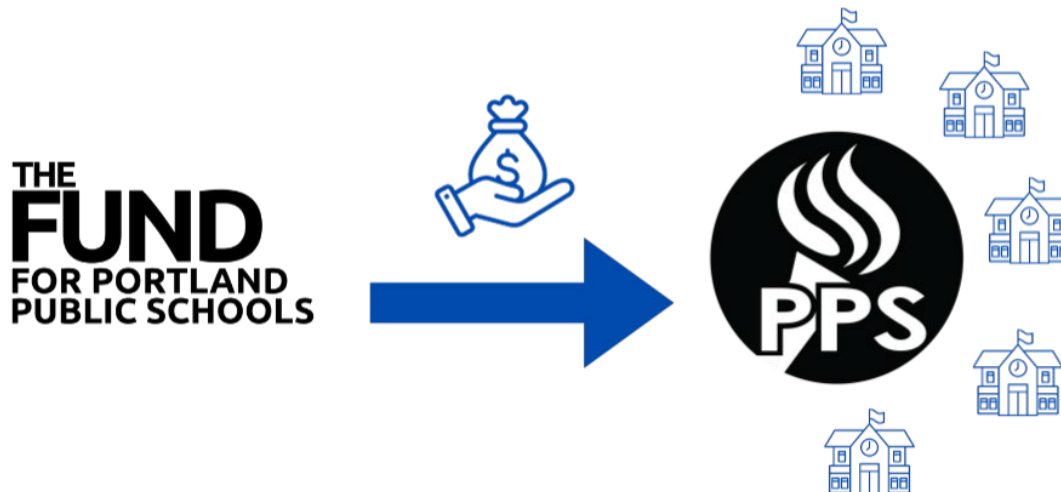
Funds raised in the current fiscal year are available for principal's to use for staffing the following school year.

- Funds raised in 2023-24 will be available for Principals to use in 2024-25.

The Fund for PPS holds and tracks funds from July 1 - June 30 each year.

After June 30th, all funds are transferred to Portland Public Schools.

All Local School Foundations begin with a \$0 balance on July 1st.



CONTACT

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**The Fund for PPS
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Portland, OR 97227**

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