



Receiving and Recording Donations

Site Level:

1. Each Site will seek donations for scholarships and awards from community (churches, businesses, individuals, etc.)
2. All donations should be made payable to Foothills and should not be sent to the institution the student will be attending.
3. Donors can donate to **General Scholarships and Awards** or to individual **Site Awards**.
4. When donations are received, all funds should be receipted. Make a notation on the receipt that the funds are for **General Scholarships and Awards** or **Site Awards**. Please notate any additional information needed for tracking such as name, address, specific designation, etc. **YOU MUST SPECIFY IF THE FUNDS ARE TO BE USED FOR THE GENERAL SCHOLARSHIP AND AWARDS OR FOR THE SITE AWARDS.**
5. Give one copy of receipt to donor, one copy for Site records, and send one copy to Central Office.
6. Funds need to be sent to the Central Office as soon as possible. All checks should be stamped with the **"For Deposit Only"** stamp. Fill out **"Transfer of Funds"** form (see attached sample) and include a copy of the receipt.
7. Graduation Coach (or designee) will send a *Contribution Thank You Letter* to the contributors.
8. Every site will submit an article to the local paper naming and thanking donors.

Central Office:

1. Upon receipt, funds will be logged into the Central Office and balanced. Deposit slip will be completed by Accounts Payable Clerk.
2. All documentation and deposit will be given to the Bookkeeper who will verify funds and take deposit to the bank.
3. Bookkeeper will enter deposit into the Spreadsheet. This Spreadsheet will be available to the Site Directors and will keep a running total of all donated funds as well as funds obligated when scholarships or awards are given.
4. Tax Deduction letter will be issued by end of tax year for all donations.