



Fundraising Privileges Memorandum

DATE: May 29, 2018

TO: Donors Choose

FROM: LouAnn Dekleva
Volunteer Services & Community Partnerships

RE: Fundraising Privileges with District 11 Schools

This memorandum serves as permission, on behalf of the Superintendent, for you to **contact** District 11 schools during the **2018-2019 school year**.

Guidelines for contacting District 11 schools and administrators are outlined below:

1. Please **call first** and make an appointment with the school administrator with whom you wish to discuss your product or request.
2. This privilege does not extend to any vendor contact with District 11 students.
3. **The school administrator or the administrator's designee ALWAYS** has final authority to approve or deny any appointment or access to the school for any purpose.
4. When departments and schools sell items (like a store) to students, teachers, or the general public, appropriate county and city sales taxes must be collected, reported and remitted. The current combined sales tax rate to be collected is 4.35%. It is the responsibility of the school principal to determine with the fundraiser company who is collecting and remitting sales tax.

All fundraising organization representatives who intend to visit schools must comply with all conditions of Board Policy KI, Visitors to the Schools and Administrative Regulation KI-R. Please review these documents, which are available on the District 11 website at: www.d11.org/boe/policies

If you need further information or clarification, please feel free to contact our office at 520-2203.



Signed

*School District Eleven neither endorses nor represents,
in any way, the products and/or services provided.*

DEKLEVA, LOUANN

From: KUPFERMAN, JOCELYN S
Sent: Friday, May 25, 2018 11:43 AM
To: DEKLEVA, LOUANN
Cc: ODOM, KRISTINE RENEE
Subject: Donors Choose Terms and Conditions
Attachments: DC 1.pdf; DC 2.pdf; DC 3.pdf

Hi LouAnn,

The Procurement team has reviewed the attached Donors Choose Terms and Conditions and we find these acceptable for use as fundraisers for the school year 2018/2019. If any of these terms and conditions change during that time period, please contact us for review.

Thank you,

Jocelyn

Jocelyn Kupferman
Procurement Buyer
Colorado Springs School District 11
Ph. 719.520.2070
Fx. 719.520.4528