

# achievempls

## School Funds at AchieveMpls

AchieveMpls has a dedicated Fund for each Minneapolis Public School. 100% of dollars donated by individuals and corporate matches to a specific Fund are deposited into that Fund. AchieveMpls does not take administrative fees, but does pass along credit card and stock transfer fees. New in Summer 2018: AchieveMpls does assess an 8% administrative fee for *grants* to schools.

Donations deposited at AchieveMpls remain private and can be dispersed to your funded program account or used to make payments or reimbursements for educational expenses. Examples of expense items include t-shirts, classroom supplies, student and staff incentives, and food.

If a school chooses to deposit fundraising dollars into their AchieveMpls Fund, AchieveMpls is able to provide the following:

- Accept donations of cash, checks, stock, credit cards, recurring monthly debits, in the mail or online
- Receive, process, deposit, and acknowledge with a tax receipt all donations
- Provide *quarterly* fund balance reports (if balance is over \$500)
- Provide *biannual* fund balance reports (if balance is under \$500)
- Provide quarterly donor reports (list of names/addresses of donors to the Fund) upon request
- Assist with event registration online and event promotion via AchieveMpls' social networks

Note that:

- AchieveMpls does not conduct fundraising activities for schools, but can collaborate with district staff and/or parent groups to provide support and advice for fundraising activities.
- To ensure that all fundraising is coordinated across the District and to avoid duplicate approaches to certain funders, principals or department heads should notify AchieveMpls and MPS of upcoming fundraising campaigns.
- All gifts must be in accordance with AchieveMpls' Gift Acceptance Policy which can be found [here](#).

### Depositing Donations into a Fund

#### Donations received at the School

- Send unendorsed checks received at the school to AchieveMpls. We are authorized to deposit checks written out to individual schools. If checks are made out to AchieveMpls, be sure to include a note stating which school or department the checks are for.
- If cash is collected or received, it must be personally brought to AchieveMpls. Staff will accept and count the cash, provide a receipt for your records, and deposit the cash. Changing the money to larger bills is preferable; keeping change to under \$1.00 is required.

#### Donations made directly to AchieveMpls

- Direct donors to send contributions to AchieveMpls at 2829 University Ave SE, Ste 850, Minneapolis, MN 55414. Be sure to instruct them to include the name of the school.
- Direct donors to make a [secure on-line gift](#) via credit card, designating the school in the online giving form. Armatage has a great, simple explanation on their site: <http://armatage.mpls.k12.mn.us/fundraising>
- For stock or planned gifts, ask donors to call AchieveMpls at 612-455-1557.

## Accessing Money from a Fund

While the use of dollars raised is typically determined by a site leadership committee, the school principal is the person authorized to request withdrawals from the Fund. Please keep in mind that due to the extreme volume of Fund activity at AchieveMpls and the small staff that manage these Funds, we require that **request minimums total \$250**.

In order to spend money that's held at AchieveMpls, a Fund Request Form must be completed (found here: <http://bit.ly/2knpJES>).

Depending on what type of payment is being made, different documents are required- see the chart below for details.

After the Request Form is complete and all documentation has been gathered, scan everything into one PDF and email to Kimberly Lieb at [Kimberly.lieb@mpls.k12.mn.us](mailto:Kimberly.lieb@mpls.k12.mn.us) for final review. She will forward to AchieveMpls for processing. Once received from Kimberly, a check will be mailed within the week.

Payment type	Additional documents to include
Reimburse staff	Original or copies of receipts
Pay a vendor	Invoice
Send check to MPS	SAP numbers/codes
Pay an individual	Invoice Individual's completed <a href="#">W-9 form</a>

For additional assistance, contact Gina Rysdon at [grysdon@achievempls.org](mailto:grysdon@achievempls.org) or 612.455.1557.

For up-to-date information and forms, go here: <http://bit.ly/2knpJES>