



## Minneapolis Public Schools (MPS) School and Department Funds at AchieveMpls

As the nonprofit foundation for Minneapolis Public Schools (MPS), AchieveMpls manages a dedicated fund for each MPS school and department, which are approved by the district.

100% of donations to each specific fund are deposited into that fund. AchieveMpls does not take administrative fees on general contributions to a school or department fund (note that grants and scholarships/awards are separate\*). However, we do pass along credit card processing fees and stock transfer fees.

Donations are deposited at AchieveMpls in the appropriate MPS school or department fund according to the designation specified by the donor (or the MPS Fund Deposit Form). These proceeds can then be used by MPS staff to make payments or reimbursements for educational expenses as approved by the MPS fund manager (school principal or department head). Examples include t-shirts, classroom supplies, student and staff incentives, and food.

AchieveMpls provides the following services for MPS school and department funds:

- Accepts donations of cash, checks, stock, credit cards and recurring monthly debits (via mail or online)
- Receives, processes, deposits and acknowledges contributions with a tax receipt
- Provides quarterly fund balance reports
- Upon request provides quarterly donor reports, including donor names and addresses
- Provides access to EventBrite to help schools promote their fundraising events and process registrations

Please note:

- AchieveMpls does not conduct fundraising activities for schools but can collaborate with district staff and/or parent groups to provide limited support and advice.
- MPS principals and department heads should notify AchieveMpls and the MPS fundraising team about any upcoming fundraising campaigns to ensure that all fundraising efforts are coordinated across the district.
- All gifts must be made in accordance with [AchieveMpls' gift acceptance policy](#).

### Depositing Donations into a School or Department Fund

#### Donations received by MPS

- For all unendorsed checks received by MPS, mail them to AchieveMpls with a Fund Deposit Form. Achieve is authorized to deposit checks written out to individual schools or the district. If checks are made out to AchieveMpls, be sure to specify on the form which school or department the checks are intended for.
- All cash (currency) deposits must be brought to the AchieveMpls office in person (by appointment only). Email [mpsinquiries@achievempls.org](mailto:mpsinquiries@achievempls.org) to schedule an appointment to drop off cash. AchieveMpls staff will accept and count the cash, provide a receipt for your records and deposit the cash. Larger bills are preferable (please avoid bringing hundreds of one-dollar bills), and we will only accept coins in the amount of under one dollar.

## Directing Donors to AchieveMpls

Donors can send donations directly to AchieveMpls in the following ways:

- Mail checks to AchieveMpls at 2829 University Ave SE, Ste 850, Minneapolis, MN 55414. Be sure to include the name of the school or department that should receive the donation.
- Make a [secure on-line gift](#) via credit card at [www.achievempls.org/give](http://www.achievempls.org/give), designating the school or department in the online giving form.
- For stock or planned gifts, contact the AchieveMpls Director of Advancement at 612-455-1552 or [info@achievempls.org](mailto:info@achievempls.org).

## Accessing Money from a MPS School or Department Fund

School principals or department heads are the only MPS staff that are authorized to approve withdrawals from school and department funds. Due to the high volume of fund activity and limited staff capacity at AchieveMpls, all requests for funds must be at least \$250.

To access money from your fund, submit a MPS Fund Request Form, which can be found at the bottom of the [MPS funds webpage for MPS staff](#).

See chart below for documents that are required for various kinds of payments:

Payment type	Documents to include with Fund Request Form
Staff reimbursement	Copies of original itemized receipts
Payment to vendor	Invoice and vendor's completed IRS Form W-9
Send check to MPS	SAP codes
Payment to individual	Invoice and individual's completed IRS Form W-9

After the MPS Fund Request Form has been completed and all documentation gathered, scan all of these documents into one PDF document and email to MPS finance staff member Linh Phan at [Linh.Phan@mpls.k12.mn.us](mailto:Linh.Phan@mpls.k12.mn.us) for final review and approval. Linh will forward the document to AchieveMpls for processing. After we receive her request, a check will be mailed within ten days.

For questions, contact Elizabeth Bjork at [MPSInquiries@achievempls.org](mailto:MPSInquiries@achievempls.org) or 612-455-1557. For up-to-date information and forms, visit the [AchieveMpls MPS Staff webpage](#).

*\* Note on grants and scholarships: AchieveMpls assesses an 8% administrative fee for all grants to MPS schools and departments as outlined in our memorandum of understanding with the district. All grants must be coordinated with the MPS grants department. All grant funds received at AchieveMpls are held in their own individual accounts. Scholarship funds are also held and managed separate from school/department funds. Achieve assesses administrative fees on total scholarships awarded each year, in accordance with our memorandum of understanding with MPS.*