



Golden Valley Educational Foundation

In Support of Golden Valley Charter School

Instructions for Obtaining Charitable Donations through GVEF

Version: 2010.10.26

Purpose

These instructions guide a volunteer through the process of requesting and receiving charitable donations on behalf of the Golden Valley Educational Foundation (GVEF).

GVEF is a 501(c)3 charitable organization (Federal Tax ID 68-0479822). GVEF is an independent, non-profit organization composed entirely of volunteers. Our purpose is to nourish the Waldorf inspired education at **Golden Valley Charter School of Sacramento**. GVEF as a whole is the umbrella organization that includes the Board of Directors, the Parent Circle, and the individual Classroom accounts. This process applies to charitable requests from any of these teams.

Context

GVEF can receive donations of goods or materials. It is generally tax deductible to the donor and offsets the costs or provides an opportunity to generate fundraising revenue for the school.

GOALS for the Process

1. To make it easy and rewarding for donors to contribute
2. To obtain adequate information so the donor can obtain their legal tax benefits
3. To allow GVEF to file correct information to the IRS so we can maintain our tax-exempt status

PROCESS INSTRUCTIONS

1. Volunteer requesting or receiving the donations downloads and updates the generic GVEF Donation Form (see [GVEF Donation Form.doc](#)).
 - o Add the event name and purpose
 - o Identify specific items requested
 - o Add the requestors name, requestors title for the event (Festival Chair, Festival Donations Coordinator, etc.), event title, and email and phone contact information at the signature line.
2. Volunteer requesting the donations provides the Prospective Donor with the Donation form. The Volunteer has the option of completing this form on behalf of the Donor to make it easier on the Donor.
3. Volunteer ensures the Donor gets a copy of the Donation form as a receipt.
4. Volunteer routes a copy of the Donation form to the GVEF Treasurer. Email is preferred or the GVEF mailbox works if there is only a hardcopy of the form.
5. GVEF Treasurer files the form and references it during the tax filing.
6. Volunteer receives the donations provided and ensures they are utilized for the appropriate purpose intended (Raffle prize, Supplies, etc.)
7. Volunteer ensures donor is acknowledged as appropriate (thank you in school newsletter, post card thank you, personal call from event chair, etc.)



Golden Valley Educational Foundation

In Support of Golden Valley Charter School

EXCEPTIONS

Our goal is to be gracious with our donors while being easy for us to lead community and/or fundraising events. Basically, the information on the form ensures we continue to be a tax-exempt non-profit so donations can continue to be tax deductible to donors. If a donor is reluctant to fill out the form, do NOT bother them with it. We can fill it out ourselves. If we don't have precise information, use your best judgment to estimate the values.

GUIDING PRINCIPLE

Do your best. We're ALL volunteers with good intentions. Be thoughtful, use your best judgment, and don't worry if you make a mistake. We'll figure it out and learn from it.