



 **educationmatters**  
Calgary's | trust | for public education

SUPPORTING THE  
 **Calgary Board  
of Education**



# Donation Processes for Schools

## Ways to Donate to a School

### Online Donations

Donors can easily support your school via our website – for general donations they can go to the [Support a Specific CBE School](#) link on the bottom of the EducationMatters [homepage](#), select your school from the drop-down menu, and immediately receive an emailed tax receipt. There is no limit on how much can be donated online and donors do not need to contact EducationMatters in advance of donating online.

If your school or school council/ school society have a specific fundraising campaign in mind (like a cheque-writing campaign, playground fundraiser, book drive, etc) we can also create a donation page just for your project or initiative. Head to the [School Council](#) area on our website or contact us for more details.

### Gift Matching

If your donor's employer offers gift matching as part of their benefits package, they can direct their gift match to your school by **identifying EducationMatters as the donee**, agreeing to share their information with the gift recipient, and ensuring to add a note in the appropriate field indicating your school name. EducationMatters is already registered with most gift-match partners, should your donor be having any issues, please direct them to us and we'll be happy to help out.

### Fundraising Events

Your students, families, and other community members can hold fundraising events and donate the proceeds to your school. It is possible to issue tax receipts for some parts of a fundraising event; check out page 3 for more clarification on what is and is not tax receiptable, or contact us at [info@educationmatters.ca](mailto:info@educationmatters.ca). For cash or cheque gifts we need to have the donor's name, address, and email/phone number to issue a receipt, so make sure you have a plan in place to collect these (using the downloadable [donor card](#) is an easy option, or keeping a spreadsheet).

### Electronic Fund Transfers (EFT's)

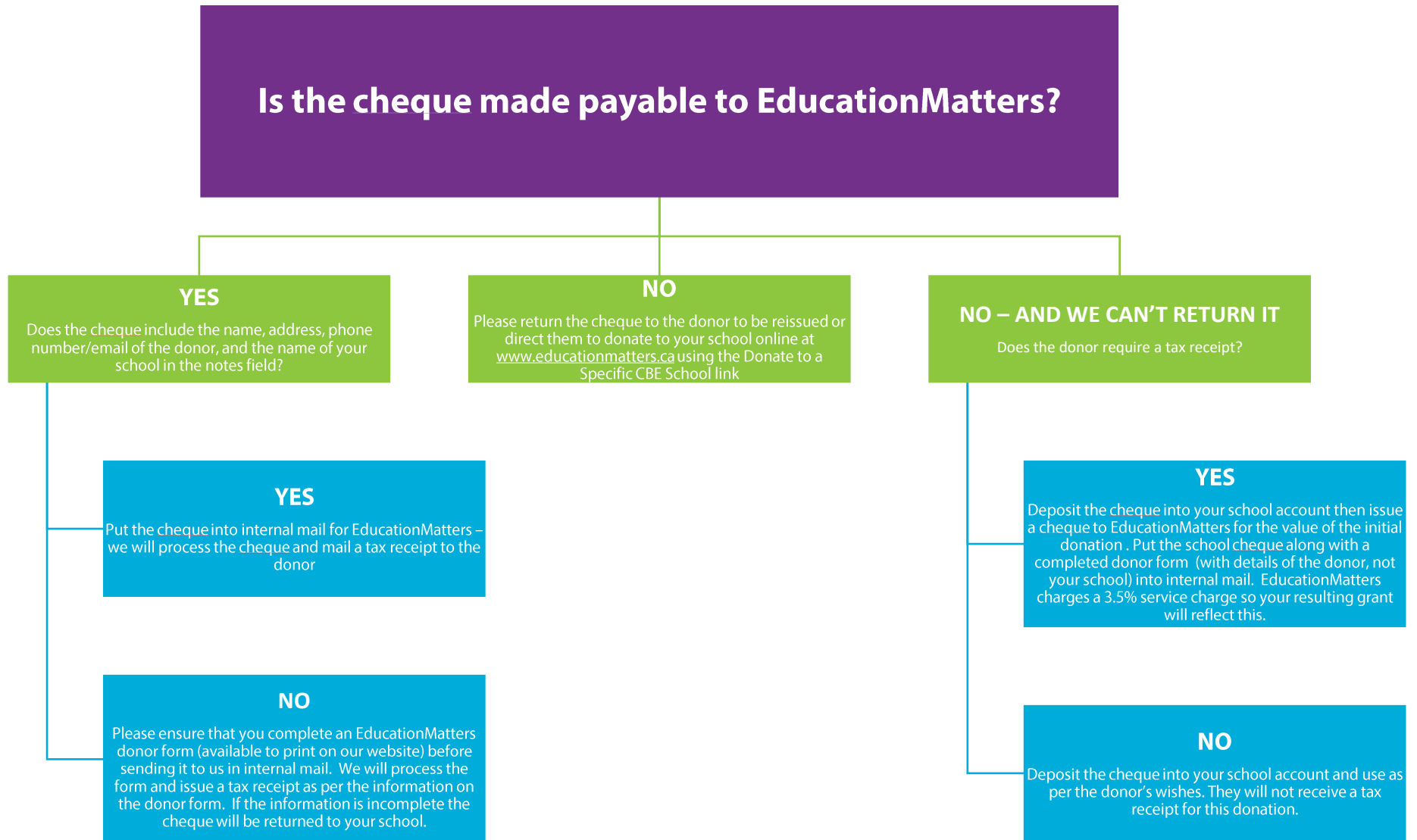
If your donor(s) would prefer to donate by EFT – contact our office on [info@educationmatters.ca](mailto:info@educationmatters.ca) or 403-817-7468.

### Cheques

We can receive cheques but they are the least preferred method. See page 2 for full instructions on donating by cheque.

## Processes for Cheques

Whenever possible, please direct donors to make their gifts online to receive an automatic tax receipt. If this is not an option and they need to issue a cheque they must make the cheque payable to EducationMatters. We are unable to deposit cheques made out to your school name and will have to return them to you to either be reissued by the donor, or deposited into your school account and issued by the school along with all your donor's information. It is significantly less work for your school's staff when donations are issued correctly.



## Which Donations are Tax Receiptable?

EducationMatters can issue tax receipts for donations towards educational enhancements benefitting students. This excludes anything considered part of core education and covered under government funding – additionally, donors are not allowed to direct funding towards a specific student (e.g. a donor can get a tax receipt for donation towards field trips but cannot get a tax receipt for their own student’s field trip fees) nor can they receive a tax receipt for goods or services received (e.g. tickets to an event, chocolate/bacon/plant/etc. fundraisers and so on).

<b>Receiptable Donations</b> 	<b>Non-Receiptable Donations</b> 
<ul style="list-style-type: none"> <li>Food supports for the student population</li> <li>Field trip funding for the student population</li> <li>Funds for classroom equipment</li> <li>Funds for in-school programming</li> <li>Environmental enhancements like school playgrounds/gardens/sportcourts etc.</li> <li>Furniture to enhance student spaces</li> <li>Transportation costs for students to attend classes or curriculum-related events</li> <li>Funds for technology purchases that stay with the school</li> <li>Funds to support students with special needs like sensory tools, decodable texts, physical aids, dual language texts, etc.</li> <li>Funds for curriculum-based off-campus opportunities for students</li> <li>Some professional development opportunities for teachers</li> <li>New, unused gift cards with proof of purchase and proof of receipt by the school</li> </ul>	<ul style="list-style-type: none"> <li>Food supports for specific students</li> <li>Field trip funding for specific students</li> <li>Money towards teacher appreciation events or gifts</li> <li>Staff salaries - including substitute teacher fees</li> <li>Capital upgrades like carpet, paint, plumbing, electrical, structural work, etc.</li> <li>Any purchase of a good or service (including chocolate/plant/bacon/etc. fundraisers, cookbook sales, performance tickets, etc.</li> <li>Fee payment for a specific student</li> <li>Donations of gift cards with no proof of purchase</li> <li>Donation of goods with no proof of purchase or fair market valuation documentation</li> <li>Any purchase of a good or service</li> <li>Donation of goods or service - or payment for goods or services - for an individually identified student</li> </ul>

## Receiving Your School's Donations

### How Does My School Receive Donated Funds?

- EducationMatters receives a donation;
- Grant paperwork is prepared - if the donor has identified a specific use for their donation it will be reflected here, if not we will contact your Principal to identify what the grant will be used for;
- Your Principal receives the grant agreement paperwork outlining how much money the school has available to spend and what areas your donor(s) have indicated that the funds may be spent on;
- Once the paperwork is signed EducationMatters will transfer the funds to CBE Finance to deposit into your donation account.

### When Does EducationMatters Disburse Donated Funds?

EducationMatters disburses funds in two ways:

- for active campaigns with a set start and end date we disburse all funds at the end of the campaign;
- for ongoing or other donations we disburse quarterly (quarterly disbursements can help to cut down on paperwork for both EducationMatters and school administration). Schools can also request disbursements at other times if it better fits in with their schedule – just contact us to set up something that works.

### What Do Reporting Requirements Look Like?

The majority of school specific donations require very little in the way of reporting; when they are a factor, grant reports vary depending on your donor(s) requirements. EducationMatters will share any reporting requirement with your Principal along with the initial grant agreement to ensure that your school understands what data or information needs to be collected, timeline for reporting and any other information that should be included in a report, if required. Whenever possible, schools can share their positive impact stories with their supporters. EducationMatters is committed to stewarding all CBE school donors and we will make sure that we and you are keeping donors connected and committed to your school and students.

### What is EducationMatters' Processing fee?

EducationMatters has a 3.5% processing fee on all non-endowed donations. For more information on our fees, please visit the fees area of our [website](#).