

St. Bede School Parent Association

2011-2012 Family Donation Tracking Guidelines

Annual donation target per Family: \$1,500

- Sponsorship donation: 100% tracking credit
- Purchase of auction items: tracking credit for the full amount paid for the auction item regardless of the value of the item.
- Donations of goods or services for fundraising auctions: tracking credit for the actual amount received by the Parent Association when the item is sold regardless of the value of the item donated.
- Primary criteria for determining tracking credit: Proceeds actually received by the Parent Association, not necessarily the value of the item donated or purchased.
- Family receives credit for donations made by extended family, friends and neighbors. Family number must be written on the donation check to ensure proper tracking credit.
- Corporate matching gifts: Family receives credit for full amount of corporate matching gift.

Families receive donation tracking credit for the following fundraisers:

1. Jogathon
2. Bede Fest
3. Spring Raffle/Auction
4. Teacher appreciation donations (Dec./May)
5. Gift Wrap Purchases (rebate amount received by the Parent Association, not the full value of the order).

Families do not receive donation tracking credit for the following items:

- Special hot lunches
- After school programs
- Classroom school supplies
- Classroom party supplies (i.e. paper goods, food, drinks)
- Book fair purchases
- Used uniform sales
- See's Candy (7th/8th grade class fundraisers for graduation expenses)

Tax deductibility of donations: The St. Bede School Parent Association is a registered non-profit organization. Donations are tax deductible to the extent allowed by law. Consult your tax advisor for guidance related to specific donations.

Donation Tracking Examples:

Example 1:

Jones family purchases Dodger tickets at Bede Fest for \$400. Tickets donated by Gibson family (face value \$500)

- Jones family receives \$400 tracking credit
- Gibson family also receives \$400 tracking credit (reflects proceeds received by the Parent Association)

Example 2:

Murphy family purchases Lakers tickets at Bede Fest for \$600. Tickets donated by Johnson family (face value \$500)

- Murphy family receives \$600 tracking credit
- Johnson family also receives \$600 tracking credit (reflects proceeds received by the Parent Association).

Example 3:

Jackson family donates \$100 towards the teacher appreciation Christmas gift and another \$100 towards the end of year gift in June.

- Jackson family receives \$200 donation tracking credit

Example 4:

Taylor family makes a \$500 cash sponsor donation toward Bede Fest. Parent Association receives a corporate matching gift of \$500.

- Taylor family receives \$1,000 donation tracking credit

Example 5:

Scott family purchases \$100 of gift wrap from Innisbrook.

- Scott family receives tracking credit for the rebate amount received by the Parent Association from Innisbrook (not the full \$100).

Example 6:

Kim family makes a \$400 Jogathon donation. In addition they solicit Jogathon donations totaling \$800 from extended family, friends and neighbors.

- Kim family receives total tracking credit of \$1,200.