

# Alpine School District Foundation

## Frequently Asked Questions

### **How do I know how much is in my account?**

The Financial Secretary at your school has access through Alio (District Accounting System) to all account balances at the school, so you can ask your Financial Secretary for your amount **OR** you can always email the Foundation office (cjacobson@alpinedistrict.org) and we will be happy to help you.

### **How do I use my money?**

Decide what you want to buy and then get the purchase card from your Financial Secretary. Fill out the form asking for reimbursement from the Foundation. If you are out and not able to get the purchase card, save your receipt and send it to us with the completed reimbursement form. **BUT** we will only reimburse up to \$150 per month from receipts that are purchased with your own credit card, or cash and the receipt must be for the current school year, must be clean, and not be over 120 days old. We never reimburse for tax. **So, always try to use the school purchase card.**

### **What if I want to change my amount being deducted or change the designation?**

Get the sign-up form from your Financial Secretary and fill it out with whatever change you want to make, and send it over to the Foundation office. You can always make changes anytime you want.

### **What can I use my money for?**

The money in your Foundation account can be used for anything that benefits the students in **YOUR** classroom. Foundation funds can never be used to benefit you personally or any ASD employee, volunteer or vendor.

### **But it is my money, so why can't I use it any way I want?**

Once you make a donation to the Alpine School District Foundation, you receive a Tax Receipt for the donation. The money now belongs to the foundation. The Foundation puts this money into an account to be used in your classroom and is under your stewardship. However, it must be used in accordance to the policies of the Alpine School District Foundation that have been created based upon IRS rules and recommendations by our auditors.

### **What if I have money left at the end of the year? Do I lose it?**

All Foundation funds carry over year after year. It is not like Legislative money.

### **What if I change schools?**

Foundation funds travel with you from school to school within the district, but **you must let us know you** have transferred schools. Your money will never be lost; it just might be back at your last school.

### **What happens if I retire or leave the district?**

You have until your last contracted day to let us know what you want us to do with any remaining funds in your account. They may be given to any program or account in the district. Any funds that are left after you leave will be brought back to the Foundation to be used to benefit students. Incentive Grants, Gym Shoes for Kids, STARS Summer Reading, Student Travel, and Scholarships are some of the programs where the funds may be used.

**How do I let parents know they can make a donation to my class account or a program?**

All teachers should let parents know they can make donations to a classroom or a program. Parents want to help and are willing, but as the old saying goes, if you don't ask, you won't receive. On the back side of this paper is an example of the *Editable Donation Form for Schools*, available on our website (<http://foundation.alpineschools.org/forms/>) for you to use. The form is editable, so you should download it, fill out the information (School Name, Classroom/Program Name, and School Website) and then print as many copies as you need to give to parents when you meet with them, or to send home with your students. Instead of an actual classroom or program, you may specify something else, like school supplies, or a piece of equipment, like a SmartBoard or sound system. Please remember, parents will help when asked. Your school should have a "Donate" button on their home page, giving parents the option to donate online at their convenience.

To fill out the **editable** form, please save/download it from [foundation.alpineschools.org/forms](http://foundation.alpineschools.org/forms) and enter in the information you want. It is a double sheet, and the information in the top half will copy over to the bottom half.

**Example Form**

**Alpine School District Foundation**

Yes, I would like to make a difference in the life of a child by contributing \$\_\_\_\_\_ to the Alpine School District Foundation.

I would like my gift to be used for the following purpose(s);

- ☆ American Fork High School
- ☆ Drama Program – Fall Play

You may also donate online at  
☆ [afhs.alpineschools.org](http://afhs.alpineschools.org)

I would like information about how estate planning can help reduce my taxes and enable me to make a major contribution to the Alpine School District Foundation.

**ALL DONATIONS ARE TAX DEDUCTIBLE** and will be promptly receipted.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Make all checks payable to the Alpine School District Foundation. Thank you for your support of students.  
Please call (801) 610-8403 for additional information.

**Mail to: Alpine School District Foundation – 575 North 100 East, American Fork, UT 84003  
or return to school.**