



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

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**TITLE:** Guidelines for Districtwide Fund Drives in Response to Natural Disasters

**NUMBER:** MEM-6194.2

**ISSUER:** Darneika Watson-Davis, Ph.D., Executive Director  
Division of District Operations

**DATE:** August 29, 2017

<p><b>ROUTING</b></p> <p>All Employees All Locations</p>
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**PURPOSE:** The Superintendent and Members of the Board of Education may periodically authorize Districtwide fundraising campaigns to provide much needed assistance to victims of natural disasters. In past years, the District has given generous support to victims in other countries and our own country following horrible natural disasters. When special fundraising campaigns are authorized, we encourage everyone to be generous in offering support to those who are in such dire need. The goal of our relief drives is to collect funds for the American Red Cross. We encourage all schools and offices to set up their own relief efforts.

**MAJOR CHANGES:** This Memorandum replaces MEM-6194.1, Guidelines for Districtwide Fund Drives in Response to Natural Disasters, dated April 30, 2015, issued by School Operations and the Office of Educational Services.

**GUIDELINES:** The following guidelines for participation apply:

I. Schools

Principals are encouraged to plan and carry out a program that will help students and staff learn about the tragic aftermath of a natural disaster, the human care needs that have resulted, and how they can help to alleviate some of the suffering by participating in this drive to raise funds for the victims.

Students and interested staff members are to be involved in planning and implementing the drive. Because time will usually be of the essence, schools can simply collect donations during non-instructional time or hold specific fund-raising activities such as dances, etc., during non-instructional time. If parents or other community persons are interested in participating, they may do so by contributing through the local school.

II. Offices

Administrators and supervisors in District offices are requested to establish an appropriate procedure for all interested employees to take part in the fundraising.



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### III. Office of Communications Support

The District will provide media releases in support of school-site efforts. Should your school have a fund-raising event worthy of media coverage, please call the Office of Communications at (213) 241-6766.

### IV. Processing of Contributions for Schools and Offices

All money that is raised shall be deposited in the school's student body bank account with the amount recorded in a clearing account on the student body books. When the fundraising drive is concluded, a check payable to Auxiliary Services Trust Fund indicating the specific disaster (i.e. Hurricane Harvey) should be drafted. Send the check, with the accompanying Attachment A, via School Mail to:

Auxiliary Services Trust Fund  
Student Body Finance Section  
Beaudry Building, 26<sup>th</sup> Floor  
*Attention: Sally Ngov*

Please retain a copy of the attachment for your records. The school's Student Body Account cannot retain any of the funds raised. One hundred percent of the proceeds must be remitted.

Individuals who wish to participate can mail their checks directly to the aforementioned address.

**RELATED** Publication 465  
**RESOURCES:** Publication 464

**ASSISTANCE:** For assistance or further information, please contact your Local District Operations Coordinator or the Division of District Operations-Emergency Services – Dr. Jill Barnes, Executive Emergency Strategist, at (213) 241-5337. For assistance with accounting for the funds on the school's Student Body books, please contact your Coordinating Financial Manager housed in the Local District office.



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**ATTACHMENT A**

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
Division of District Operations**

NOTIFICATION OF CONTRIBUTION  
RELIEF DRIVE FOR VICTIMS OF \_\_\_\_\_

Please complete this form and send it via school mail to the address indicated below. All donations should be made payable to Auxiliary Services Trust Fund. Please do not send cash through school mail.

School/Office \_\_\_\_\_ Location Code \_\_\_\_\_

Amount Collected \_\_\_\_\_ Check Number \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Local District \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Via School Mail:      Auxiliary Services Trust Fund  
                                 Student Body Finance Section  
                                 Beaudry Building, 26<sup>th</sup> Floor  
                                 Attention: Sally Ngov