



## DCPS Donations Process for Schools

DCPS, as a DC Government Agency, is required to submit all donations to the Mayor’s Office of Partnerships and Grant Services (OPGS) for legal review and approval. Outlined below are the steps schools must take to submit donations for legal review and approval by OPGS according to the value of the donation. The value of the donation should be determined and shared by the donor. These steps apply to both in-kind and financial donations and must be followed before a school can accept a donation. This process typically takes 7-10 business days. For questions please contact Marcel Guy with OPGS at [marcel.guy@dc.gov](mailto:marcel.guy@dc.gov).

	Unsolicited Donations with an estimated value of <u>less than \$500</u>	Unsolicited Donations with an estimated <u>value of \$500+</u> <i>(takes 7-10 business days)</i>
<b>Step 1:</b>	<p>Donor completes the Donation Drop Off form and leaves it with their school based point of contact when they drop off their donation.</p> <p><u>Link to Donation Drop Off form:</u> <a href="http://opgs.dc.gov/publication/unsolicited-donation-form-dcps">http://opgs.dc.gov/publication/unsolicited-donation-form-dcps</a></p>	<p>The school based donations manager should ask the donor to review the Mayor’s Memo and confirm in writing that the donor’s organization does not have a conflict of interest with making a DC Government related donation.</p> <p><i>Suggested language to donor: As a DC Government agency, we are required to submit all donations to the Mayor’s Office of Partnerships and Grant Services (OPGS) for legal approval. Please review the Mayor’s Memo and respond to this email confirming that you do not have a conflict of interest with making a DC Government related donation.</i></p> <p><u>Link to Mayor’s Memo:</u> <a href="http://opgs.dc.gov/publication/mayors-memorandum-2015-001">http://opgs.dc.gov/publication/mayors-memorandum-2015-001</a></p>
<b>Step 2:</b>	<p>School based point of contact submits the donation form to Marcel Guy (<a href="mailto:marcel.guy@dc.gov">marcel.guy@dc.gov</a>) with the Mayor’s Office of Partnerships and Grants Services (OPGS).</p>	<p>The school based donations manager should ask the donor to share specific information about the donation and its value including the following:</p> <ul style="list-style-type: none"> <li>• <u>Donor Background:</u> Donor name, email address, physical address, phone number</li> <li>• <u>Donation Information:</u> Donation value, purpose, description</li> </ul>
<b>Step 3:</b>	<p>The donor will receive a tax acknowledgement at the start of the next quarter.</p> <p><u>Quarters</u> Q1: Oct. 1 – Dec. 31 Q2: Jan. 1 – Mar. 31 Q3: Apr. 1 – Jun. 30 Q4: Jul. 1 – Sept. 30</p>	<p>The school based donations manager should submit this information to OPGS via the Quickbase application to be evaluated for legal sufficiency.</p> <p><u>Link to Tutorial on Quickbase App.Submissions:</u> <a href="https://www.youtube.com/watch?v=UCaZoe7Ciss">https://www.youtube.com/watch?v=UCaZoe7Ciss</a></p>
<b>Step 4:</b>	N/A	<p>Upon approval, OPGS will send the school based donations manager an updated donation agreement form (<a href="#">Link to donation agreement</a>) for review and signature by the donor. Once this document has been signed and returned to the school based donations manager, the school is free to accept this donation.</p> <p><u>Link to Blank Donation Agreement Form:</u> <a href="http://opgs.dc.gov/node/230372">http://opgs.dc.gov/node/230372</a></p>