

# Matching School Funds

## RAISING MONEY FOR OUR SCHOOLS GUIDELINES



### HOW TO GET STARTED

Each school forms a School Funds Committee that is made up of administrators, staff, and parents, and a board member from the Simi Valley Education Foundation (SVEF). It is the responsibility of that committee to provide the framework for a school level subcommittee, operating under the umbrella of the Simi Valley Education Foundation 501(c) (3) corporation. The committee will cultivate a volunteer and donor base, develop relationships with staff and parents, raise funds, and ultimately determine how those funds will be spent at our school.

### MAKE A PLAN

Meet with your staff, parents and other involved individuals and create a plan that includes the following:

1. Outline of the project that will be funded.
2. Description of how the funds will be raised.
3. Estimate of how much SVEF will match. For every dollar raised by the school, SVEF will match that dollar up to a total of \$7 per student. *(Please use student numbers from the beginning of each school year.)*
4. Complete and return to your SVEF Board representative the *Matching School Fund Request Form*. The SVEF Board of Directors will meet and approve the project for which the funds will be raised.

### HOW TO RECEIVE THE MATCHING FUNDS

All monies raised must be given to SVEF to be deposited in your Matching School Fund account. Checks should be made out to SVEF.

Once the money is raised and you have met your match, complete and return to your SVEF Board representative the *Matching School Fund Check Request Form*. The SVEF Board of Directors will meet and approve distribution of these funds.