

ALL PRINCIPALS/APs/TREASURERS and ACTIVITIES DIRECTORS: Haitian Relief Fundraising Campaign

Category: *Urgent*

Audience: All Principals/APs, Activities Directors

Due Date: n/a

Meeting Date: n/a

Attachment(s): [CP_M064_Haitian_Relief.pdf](#)
[Agenda_Item_A_2.pdf](#)
[Weekly_Briefing_7329.pdf](#)

To provide principals with the appropriate procedures to follow for the collection of donations targeted to the Haitian Relief effort.

As a follow-up to the School Board Agenda Item A-2 and Weekly Briefing #7329 sent to All Principals/APs regarding the approved fundraising campaign for the Haitian Relief effort, please keep in mind the following:

- If schools receive donation checks made payable directly to The Foundation for New Education Initiatives, Inc., these checks will not be processed through the school's Internal Fund; therefore, these checks will not be noted on Recap of Collection forms. Official Teacher's Receipts do not have to be issued, and the checks must not be posted to the MSAF system. Instead, these checks will be forwarded directly to The Foundation for New Education Initiatives, Inc., located at 1450 NE 2nd Avenue, Miami, Florida, Room 776, SBAB. Place the school's location number and reference "Haitian Relief" on all checks forwarded.
- For money collected, cash or checks (made payable in the name of the school), please make sure to specify "Haitian Relief" when posting the transaction in the MSAF system (Prog. 5004, Function 0550 - Haitian Relief). When student clubs choose to make a donation from their club accounts, the transfers of money, when approved by the principal, should also bear the same description.

Since this collection is not a routine transaction, if you have any questions please contact your school's Internal Fund Business Manager.

Contact: Internal Fund Business Manager (See attached)

Department: Office of the Controller/Internal Fund Accounting