

## **What do we do with the money we raise through a fundraising activity at our school?**

Congratulations! You have successfully raised funds to support your Food for Learning program. Once you have completed your fundraiser and have the funds in hand, you simply have to do the following:

- All funds need to be forwarded to the principal/office secretary for deposit into your school's Food for Learning account. Please do not forward this money to Food for Learning. \*
- Record the net proceeds as revenue on your month report, during the month that you held your fundraising activity.
- Use these funds to purchase supplies or groceries for your nutrition programs. Receipts for these purchases are stored at the school – please do not forward to Food for Learning (only send receipts to Food for Learning when reimbursement is required). Record these purchases as expenses on your monthly report, during the month that you actually spent the money.
- Share the details of your event – send an email to Kellie Brace and she will include your success story on the Food for Learning website.

\* If you receive a donation from an individual who requires a charitable tax receipt, then those funds must be forwarded to The Learning Foundation with name, address and phone number of the donor. The funds will be returned to the school and a tax receipt will be forwarded to the donor.