



Directing a Successful Common Cents Drive



2018-2019 Campus Sponsor Packet

Table of Contents

Common Cents Welcome Letter and History	3
2018-2019 Calendar of Events/Important Dates	4
Campus Sponsor Responsibilities Overview	5
How to Get Started and Choosing a Non-Profit Organization	6
Common Cents Check Presentation and Scholarship Awards Ceremony	7
Properly Handling Money	7
High School Participants Scholarships	8
Resources	9
• Helpful Tips for Your Common Cents Drive	
• 2018-2019 Giving Guide	
• Jeans Day Fliers	
• Itemized Receipt Form	
• FASC Activity Funds Fundraiser Permission and Financial Recap Form	
• Junior and Senior Student Roster	

Welcome to Common Cents – Dallas

September 2018 -

Dear Common Cents Sponsor,

Thank you for participating in the Common Cents-Dallas Program.

The Common Cents-Dallas Program is a student-led coin collection effort designed to raise money for charity and nonprofit organizations while encouraging good citizenship and social responsibility in schoolchildren.

In 1998, Dallas philanthropist Louise Gartner brought the Common Cents program to Dallas ISD to help teach young people about the importance of giving back to their communities. Since that time, district students have organized fundraising drives that have collected over **\$875,545** in coins donated to support nonprofit organizations in their communities.

Last year, 19 Dallas ISD schools raised and donated more than \$37,000 to area nonprofit organizations that help to make life better in their communities.

Some of the agencies the students have chosen to receive their funds include: American Red Cross, Bryan's House, Dallas CASA and Children's Medical Center.

Participating schools form student groups, made up of four to six student leaders to direct the coin collection and decision-making process. We call the group of students at each school **Roundtables** as they have discussions around the table to decide which nonprofit to donate to. The idea is the STUDENTS choose what nonprofit organization will receive their money. At the conclusion of the school year an annual celebration is held at which time the students present checks to their chosen nonprofit agencies. *Communities Foundation of Texas* serves as the depository for the Common Cents funds and disburses the funds to 501(c) (3) organizations designated by the student roundtables.

Participating high school juniors and seniors are encouraged to apply for a Common Cents-Dallas Scholarship. The Scholarship review committee looks for students who have gone above and beyond in their involvement, shown concern for their community, and demonstrated outstanding classroom performance.

Common Cents - Dallas



2018-2019

CALENDAR OF EVENTS/IMPORTANT DATES

September 25, 2018 5-7 p.m.	Kick Off Dinner Collection Kit Distribution Mattito's Tex Mex 3102 Oak Lawn Dallas, TX 75219
October 1- November 16	Coin Collection Drive
December 1, 2018	Deadline for all funds to be turned in to Dallas ISD
December 31, 2018	Deadline for scholarship submissions (High school juniors and seniors only)
February 2019	Check presentations Scholarship Presentation Sponsor Celebration

Common Cents Sponsor Responsibilities Overview

- Identify student Roundtable (group of students) to direct coin collection and help lead discussion of which nonprofit will receive funding. The nonprofit must have a 501 (c) (3) designation.

- Begin hosting fundraisers and involve the whole school in collecting money. Successful ideas include: pop corn sales, bake sales, jeans or t-shirt days, etc. Schools must complete the FASC Activity Funds form and fundraisers, have all fundraisers approved.

- Handle funds with care and keep good records. **ALL MONIES MUST BE TURNED IN DAILY.** Follow guidelines as set-forth in packet for handing in money.

- Assist students in identifying nonprofit(s) to receive funding. Also encourage kids to visit www.donorbridgetx.org to learn about nonprofits as well.

- Attend the Common Cents check presentation awards assembly with your students. Students will be able to give a check to the nonprofits they selected and be rewarded for their efforts.

- Encourage high school juniors and seniors who participated in fundraising to apply for a Common Cents scholarship!

How to Get Started

Get the Word Out

Make sure that EVERYONE in your building and school community knows about the Common Cents coin collection drive. Inform all teachers about the program and encourage them to get their classes involved. Ask each teacher to collect coins daily and to provide cans, pickle jars, water bottles, etc. to collect the pennies. Involve your entire faculty, parents, PTA and Site-Based Decision making (SBDM) Committee. Have your student group make posters or send a letter home asking for their support.

The Collection phase will begin October 1st and NO funds will be received after November 16th.

Begin your drive right away. Put up signs and make announcements to get the word out. Be creative. Bags displaying the Common Cents logo will be provided and can be used as a prop to support the drive. You may use a variety of other receptacles to collect coins. Receptacles to collect coins must always be under the direct supervision of school personnel, and at no time should it be left unattended. **Remember to track funds raised: funds MUST be collected and deposited daily.**

Empower Students to Take the Lead

Students should be encouraged to ask parents, relatives, church members and other adults they know and trust to donate to Common Cents. Students should be discouraged from soliciting door to door for safety reasons.

Selecting a Non-Profit Organization

Empower Students to Select a Nonprofit to Receive Their Funds.

The Philanthropy/Nonprofit your school chooses can be chosen before or after fundraising begins. Encourage your Student Roundtable to begin thinking about the nonprofit they would like to receive their funds. Encourage the students to brainstorm problems, challenges and needs in their communities. Identify agencies that address these issues. A List of organization will be provided, however you can choose an organization not listed. **Organizations or agencies selected to receive funds must be registered as a 501(c) (3) nonprofit organization. To verify if the organization your round table has selected is a public charity, please go to www.donorbridgetx.org and see if the organization is approved, or call Katie Kuehl kkuehl@cftexas.org 214-750-4137 at Communities Foundation of Texas.** Remember to guide students but let them propose, defend and debate ideas, and make their own decisions.

Help Students Develop Criteria for Selection of Nonprofits.

The bottom line is to identify nonprofits that serve a compelling need in your school community, have a positive reputation for helping people and can effectively express its need and plans for using the money to benefit the community near your school.

Common Cents Check and Scholarship Awards Presentation

Each school will attend the Common Cents Check Presentation and Scholarship Awards to be held **February 2019**. Common Cents will notify the selected nonprofit agencies, and invite them to the ceremony featuring the students presenting their checks to agency representatives. Students get a chance to meet actual representatives from the nonprofit who is receiving their donation. In addition Scholarship recipients will be recognized. Recipients are notified in advance families and special friends may attend. This will be your students' time to shine. Transportation will be provided and arranged for all participating schools by Volunteer Services.

Properly Handling the Money

Counting and Turning in Money

Students can learn about money responsibility by doing the actual money counting. With your supervision let them complete the Itemized Receipt Form provided in this kit. As Campus Sponsor you will need to take money to campus financial clerk/activity fund manager. Please make note of each date and amount of each deposit. All checks made by parents or other community members should be made out to Dallas ISD with Common Cents in the memo line.

Share the following information with your Office Manager or Activity Fund Manager

Getting Money to Non Profits

- ***All monies must be DEPOSITED DAILY to book and receipted in campus (461) Common Cents Account "CO" with notes "Common Cents collections".***
- ***Office Manager or Activity Fund Manager will need to provide the total deposited to Tonya Mayberry Davis (tmayberry@dallasisd.org) by December 3, 2018.***
- *Based on this information, Common Cents will invoice the individual campus for total amount collected. This invoice will serve as documentation to initiate transfer to the Common Cents line code. 199 00 2311 CO 820 X*

High School Participants Scholarships

The Common Cents scholarship was created to encourage and support the educational efforts of students who have participated in the Dallas ISD Common Cents philanthropy program. High School juniors and seniors who have participated in Common Cents Pennies from the Heart are eligible to apply.

Up to two scholarships will be awarded. These are one-year scholarships of \$3,000 each. Scholarships can be used for tuition, books and fees for any field of study at any accredited 2 year or 4 year college, university, or trade/vocational school within the United States.

Applications will be received electronically only through the Communities Foundation of Texas application portal. <https://cftexas.academicworks.com/>

Deadline for Scholarship Application is December 31, 2018 at midnight.



RESOURCES

Helpful Tips for Your Common Cents Drive

- The fundraising phase of the project is from October 1 – November 16, 2018.
- Any receptacles to collect coins must always be under the direct supervision of school personnel and at no time should be left unattended.
- Make sure the entire student body, faculty, staff, and parents are aware of the Common Cents program. Get everyone involved.
- Your student leadership group (Roundtable) should meet on a regular basis to stay motivated and keep the fundraising momentum going.
- Please ask anyone who writes checks to make them payable to **Dallas ISD** and note **Common Cents** in the memo line.
- All money must be deposited by December 1, 2018.
- If you have any questions please call Dallas ISD Volunteer and Partnership Services (972) 925-5440
- Remember to motivate your Student Roundtable; ***Be Creative and HAVE FUN!***

2018-2019 Giving Guide

Search our North Texas Charity Listing

Each year, Communities Foundation of Texas reviews and evaluates hundreds of requests from local nonprofits to create the Giving Guide, which in turn gives donors like you access to immediate opportunities to make a positive difference in our community.

Choose your category and get started:



Animals



Arts & Culture



Education



Elderly



Environment



Health



Racial Equity



Social
Services



Veterans



Youth



Other

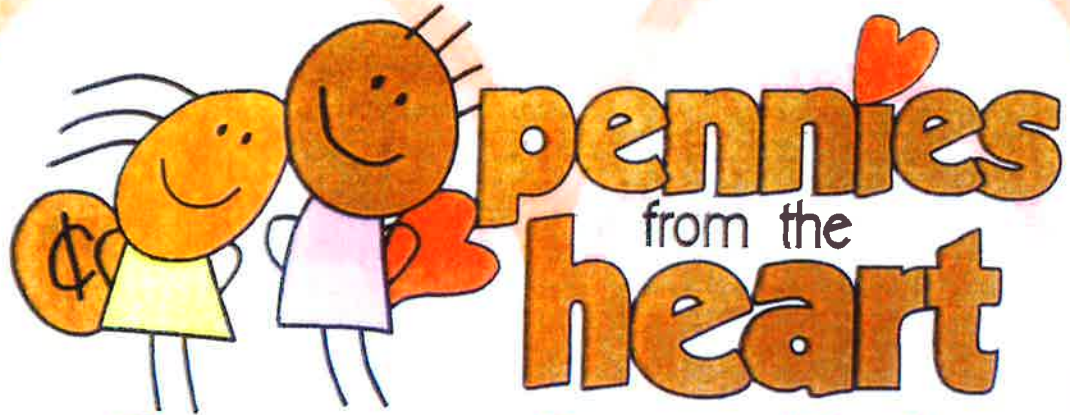
[View All Nonprofit Requests in the Giving Guide](#)

WHO HAS BEEN FUNDED THROUGH THE GIVING GUIDE?

[Click Here](#) to view all the organizations who have received funding through the Giving Guide.

[View CFT's Giving Guide](#)

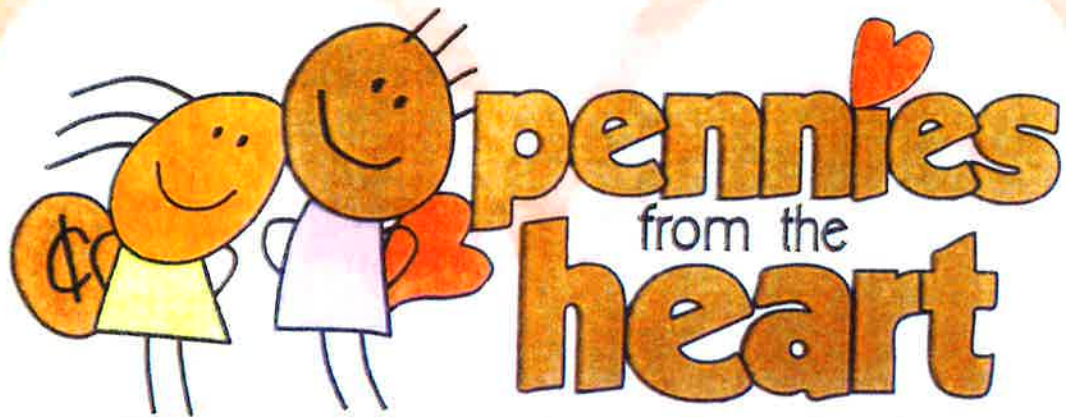
[Learn about applying to be in CFT's Giving Guide](#)



Common Cents Dallas

November _____
Jeans Day

Contribute \$ _____
to participate!



Common Cents Dallas

**October _____
Jeans Day**

**Contribute \$ _____
to participate!**



Itemized Receipt Form
 (To be used when giving funds to Common Cents)

School _____ Date _____

Student Name _____ Charity _____

Campus Sponsor _____ Student ID # _____

(Please make sure that there are always 2 people counting money to protect the reliability of the count)

Total of checks \$ _____

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
Total		

Total Bills \$ _____

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
Total		

Total Coins \$ _____

Total Cash \$ _____

Total Deposit \$ _____

Counter's Signature _____

Counter's Signature _____ Date _____

Received by Office Manager _____ Date _____

**FASC - ACTIVITY FUNDS
FUNDRAISER PERMISSION AND FINANCIAL RECAP FORM**

SCHOOL _____ FUNDRAISER Common Cents "Pennies from the Heart"
(items sold or type of activity)

() Individual () Joint () Commission () School-wide
Sponsored Group(s): _____

The net income will be used for the following purpose(s): Common Cents Philanthropy Giving

Prizes for students: _____

Tax-Free Sale Date: _____ Projected Net Income: _____

Proportional Division of Net Income: 100% - Common Cents
(Percentage of income each activity funds account will receive and account name (s))

Beginning Sale Date: _____ Ending Sale Date: _____

I request permission to conduct a fundraiser and will be responsible for the preparation of the financial reports. I will be responsible for the accountability of all monies collected and the collection of sales tax in accordance with activity funds policies and procedures.

Date _____
Sponsor Signature

Date _____
Sponsor Signature

APPROVED BY: Reviewed by BOC: _____

Date _____
Principal's Signature

Date _____
Executive Director's Signature

TO BE COMPLETED WITHIN 10 DAYS AFTER END OF ACTIVITY

FINANCIAL RECAP (MUST ATTACH FINANCIAL RECAP WORKSHEET)

A. Total Collections/Cash Receipts _____

B. Total Expenses (merchandise, sales tax, prizes, etc) _____

C. Net Income (A minus B) _____

Status of remaining inventory _____

