



# 2024-2025 Common Cents Campus Sponsor Packet

Please follow and adhere to all district and campus policies, safety protocols, procedures, direction when executing all aspects of the program on your campus.



## 2024-2025 IMPORTANT DATES

|  |  |
|--|--|
| November 14, 2024<br>"Kick-Off Dinner" | Chuy's<br>4544 McKinney Ave., Dallas 75205   |
| November 22, 2024                      | Deadline to submit for Common Cents fundraising approval   |
| November 11-December 19                | Coin Collection Drive  |
| December 6, 2024                       | T-Shirt Order Form Submission Deadline<br><br>Deadline to submit non-profit                            |
| December 19, 2024                      | Deadline for all funds to be turned into Dallas ISD<br><br>Send notification of total amount collected |
| January 17, 2025                       | Scholarship Submission Deadline  |
| Spring 2025                            | Common Cents Celebration<br><br>Non-profit ceremonial check presentation                               |

## Common Cents Sponsor Responsibilities

Complete all Dallas ISD paperwork prior to starting the program. Schools must complete the FASC Activity Funds form and submit documents to campus BOC. Fundraiser form should be submitted by the office manager/financial clerk. **Fundraiser approvals must be completed to participate.**

Identify student roundtable to direct fundraising efforts on campus. Lead discussions to assist students with learning what philanthropy means and why philanthropy in our own community is important.

Assist students in identifying area nonprofit(s) to receive funding. Also encourage students to visit <https://www.northtexasgivingday.org/> to learn about nonprofits. The selected nonprofit must have a 501 (c) (3) designation.

Help coordinate fundraisers and oversee money collection. Handle funds with care and keep good records. **ALL MONIES MUST BE TURNED IN DAILY.** Follow Dallas ISD guidelines for handing in money that are detailed in the packet.

Attend the Common Cents celebration in the spring with your students. Students will be able to present a large ceremonial check to the nonprofits they selected and meet representatives from the organizations.

If you have any questions, please contact Gigi Gartner at [gigigartner@me.com](mailto:gigigartner@me.com) or Josie Figueroa [jfigcommoncentsdallas@gmail.com](mailto:jfigcommoncentsdallas@gmail.com)

## **Step 1 – Select a Non-Profit Organization**

Use the Social and Self Awareness Questions as a resource.

Encourage the students to brainstorm problems, challenges and needs in their communities. Identify agencies that address these issues.

### **Help Student Develop Criteria for Selection of Nonprofits.**

Guide them to identify nonprofits that serve a compelling need in your community, have a positive reputation for helping people and can effectively express their needs and plans for using the money to benefit the community near your school.

**Nonprofit organizations selected to receive funds must be registered as a 501(c)(3) to be eligible. To verify that your chosen organization qualifies and is approved search:**

**Nonprofit Search:** <https://www.northtexasgivingday.org/>

You may also contact Katie Kuehl, Communities Foundation of Texas at [kkuehl@cftexas.org](mailto:kkuehl@cftexas.org) or 214-750-4137.

## **Step 2 – Identify Your Student Leaders**

Students are leaders! Encourage them to figure things out. They are capable of so much with this program and our goal is for them to feel like THEY are making a difference.

## **Step 3 – Complete Fundraising Paperwork**

**For a school to participate in this activity the fundraiser approval process must be completed.**

**Complete the district on-line paperwork and get all required approvals from the campus and district levels before beginning!**

## **Step 4 – Plan and Execute a Fundraiser**

### **Get the Word Out**

Make sure that EVERYONE knows your campus is participating. Inform all teachers about the program and encourage them to get their classes involved. Make posters, include in your morning announcements, put in your school newsletter, send home the enclosed parent letter.

**The Collection phase will begin November 11.** Collected monies must always be under the direct supervision of school personnel, and at no time should it be left unattended. **(Fundraiser approval must be completed to participate.)**

**Remember to track funds raised - funds MUST be collected and deposited daily.**

**\*STUDENTS CAN ONLY COUNT money under your supervision. Let them organize the money so the Office Manager can easily make the daily deposit. Funds must be turned in by the sponsor with the appropriate completed Teacher/Sponsor Deposit Slip.**

## Step 5 - Empower Students, Impact your Community, Have Fun and Celebrate

Each school is invited to attend the Common Cents Ceremonial Check Presentation to be held in Spring 2025 where students get a chance to meet representatives from their chosen nonprofit.





On-Line  
FASC-ACTIVITY FUNDS  
FUNDRAISER PERMISSION AND FINANCIAL RECAP



Fundraiser Permission and Financial Recap Form

Your Employee ID\*

School\*

Fundraiser\*

(Items sold or type of activity)

Select one option\*

Individual  Joint  Commission  School-wide

The net income will be used for the following purpose(s)\*

Prizes for students\*

Tax-Free Sale Date



Beginning Sale Date\*



Ending Sale Date\*



BOC Date\*



Projected Net Income\*

\$

## Properly Handling the Money

### ***Counting and Turning in Money***

Students can learn about money responsibility by doing the preliminary money counting. With your supervision let them complete the Itemized Receipt Form provided in this kit. Coach your students to organize the money to make the Office Manager's job easy.

As Campus Sponsor you will need to take money to campus financial clerk/activity fund/office manager daily. Please make note of each date and amount of each deposit. **All checks should be made out to Dallas ISD with Common Cents in the memo line.**

### ***Instructions for Office Manager or Activity Fund Manager***

- **All monies must be DEPOSITED DAILY to book and receipted in campus (461) Common Cents Account "CO" with notes "Common Cents collections".**
- **ALL Common Cents funds (no matter the group handling) must be deposited into the 461-CO account for tracking purposes.**
- **Office Manager or Activity Fund Manager will need to provide the total deposited to Tonya Mayberry Davis (tmayberry@dallasisd.org) by December 19, 2024.**
- Based on this information, Common Cents will invoice the Dallas ISD for the total amount collected. Partnerships and Volunteer Engagement will work with Accounting to make sure monies are processed correctly to ensure monies are properly transferred to CFT for distribution to non-profits.

***GIVE A COPY OF THIS PAGE TO YOUR OFFICE MANAGER***

## Common Cents

### Social and Self-Awareness Questions



As your campus participates in the Common Cents initiative, students and staff members have a valuable opportunity to develop prosocial skills as a leverage for academic success, via felt safety, self-awareness, and community building to provide belonging for all.

Here are suggested guiding questions for campus-wide / classroom reflection **for elementary grade levels:**

- How would you like to help our community become a better place? What does that look and feel like?
- What does philanthropy mean?
  - General definition: philanthropy is giving your time, personal strengths / skills, and / or goods / money to address a local, national, or global cause.
  - Why is it important to help others?
  - When has someone helped you? What happened? How did you feel?
- What is empathy?
  - How does it feel when someone listens and understands your feelings?
  - Why is showing empathy for others important?
  - How do you show empathy to others?
- How did it feel when deciding how to devote your time, support, and donations with Common Cents?
- What other issues do you think that you could help with in your community?
- What are you grateful for [today, this week, this semester, etc.]?
- In addition to fundraising, what are other ways to serve your community?
- How can you continue being a leader in your community after the Common Cents initiative ends?

## Common Cents

### *Preguntas de reflexión sobre prosocial*



A medida que su escuela participa en la iniciativa *Common Cents*, los alumnos y los miembros del personal tienen una oportunidad valiosa de desarrollar habilidades de aprendizaje prosocial, ventajas para el éxito académico, la autoconciencia, la reflexión y comunidad para que pertenezca a todos.

A continuación, se proponen preguntas orientativas para la reflexión en el aula o en la escuela para los niveles de primaria:

- ¿Qué aprendiste a apreciar después de haber sido impactado por el COVID-19?
  - ¿Cómo te gustaría ayudar a nuestra comunidad como resultado de esta experiencia?
- ¿Qué significa la filantropía?
  - Definición general: la filantropía es dar tu tiempo, tus fuerzas/habilidades personales y/o bienes/dinero para abordar una causa local, nacional o global
  - ¿Por qué es importante ayudar a los demás?
  - ¿Cuándo te ha ayudado alguien? ¿Qué pasó? ¿Cómo te sentiste?
  - ¿Por qué es importante que los líderes den?
- ¿Qué es la empatía?
  - ¿Qué sientes cuando alguien te escucha y comprende tus sentimientos?
  - ¿Por qué es importante mostrar empatía hacia otras personas?
  - ¿Cómo se muestra la empatía hacia los demás?
- ¿Qué sentiste al decidir cómo dedicar tu tiempo, apoyo y donaciones con Common Cents?
- ¿En qué otros asuntos crees que podrías ayudar a tu comunidad?
- ¿De qué estás agradecido [hoy, esta semana, este semestre, etc.]?
- Además de la recaudación de fondos, ¿cuáles son otras formas de servir a tu comunidad?
- ¿Cómo puedes seguir siendo un líder en tu comunidad después de que termine la iniciativa Common Cents?



## Common Cents

### Social and Self-Awareness Questions

As your campus participates in the Common Cents initiative, students and staff members have a valuable opportunity to develop prosocial skills as a leverage for academic success, via felt safety, self-awareness, and community building to provide belonging for all.

Here are suggested guiding questions for campus-wide / classroom reflection for **secondary grade levels**:

- How would you like to help our community/world become a better place? What does that look and feel like?
- Based on the non-profit organization and community cause that your campus has chosen for fundraising; how do you connect with that cause?
  - What do you already know about the cause? What questions do you still have?
- What are your core values? Think about 3-5 values that are most important to you and connect with your beliefs and aspirations.
  - If possible, share your core values with a partner. Do you have any values in common?
  - Are there any causes or organizations that connect with one or more of the values that are important to you?
- Everyone is a leader with unique skills and perspectives. How would you describe yourself as a leader? What leadership skills do you have?
- What does philanthropy mean?
  - General definition: philanthropy is giving your time, personal strengths / skills, and / or goods / money to address a local, national, or global cause.
  - Why is it important to help others?
  - When has someone helped you? What happened? How did you feel?
  - Why is it important for leaders to give and/or help others?
- What does it mean to have empathy for others?
  - How does it feel when someone listens and understands your feelings?
  - Why does showing empathy for others matter?
- What are you grateful for [today, this week, this semester, etc.]?
- How does Common Cents connect with your community?
  - What impact do you hope the fundraiser will have within your community?
- What other issues or challenges do you see in your community that you feel compelled to address?
  - Why is that issue (or multiple issues) important to you?
- In addition to fundraising, what are other ways to serve your community?
- How can you continue being a leader in your community after the Common Cents initiative wraps up?



Letter #1



Date:

Dear Parents of Student Leaders,

We wanted to share with you that our school has chosen to participate in the Dallas ISD Common Cents program and your child has been selected to be a student leader for our school.

School Common Cents Coordinator is \_\_\_\_\_

Common Cents is a student-driven educational program offered exclusively to Dallas ISD to teach philanthropy by enabling students to play an active role in raising money for their communities. In this program students are the decision makers. Student leaders meet to discuss existing community needs and research what nonprofit organizations could meet those needs. Student leaders also help plan a campus fundraiser to raise money for the chosen nonprofit. During the 2023-2024 school year 14 schools from across the district helped raise \$28,000 for local charities.

As a student leader, your student will receive a t-shirt for their participation and be invited to a field trip in February to meet someone from their chosen organization and present them with a large ceremonial check.

You can support your student by asking questions and spreading the word with your friends, coworkers, and family.

Ask your child what needs they see in your community?

How could those needs be met?

What organizations did you learn about today?

Have you decided on a fundraiser?

The program will be from \_\_\_\_\_ to \_\_\_\_\_.

Thank you for your help and support.  
School Sponsor

School Principal



Letter #1



Fecha:

Estimados padres de los líderes estudiantiles,

Queremos compartir con usted que nuestra escuela ha decidido participar en el programa Common Cents de Dallas ISD y que su hijo(a) ha sido seleccionado para ser un líder estudiantil para nuestra escuela.

El/la coordinador(a) escolar de Common Cents es \_\_\_\_\_

Common Cents es un programa educativo impulsado por los estudiantes que se ofrece exclusivamente al Dallas ISD para enseñar filantropía a los estudiantes y permitirles desempeñar un papel activo en la recaudación de dinero para sus comunidades. Los estudiantes son los que toman las decisiones en este programa. Los líderes estudiantiles se reúnen para hablar sobre las necesidades presentes en la comunidad e investigar cuales organizaciones sin fines de lucro podrían satisfacer esas necesidades. Los líderes estudiantiles también ayudan a planificar un evento de recaudación de fondos en la escuela para recaudar dinero para la organización sin fines de lucro que han elegido. Durante el año escolar del 2023-2024, 14 escuelas de todo el distrito ayudaron a recaudar \$28,000 para organizaciones benéficas locales.

Como líder estudiantil, su estudiante recibirá una camiseta por su participación, y será invitado a una excursión en febrero para conocer a alguien de la organización elegida y entregarle un gran cheque ceremonial.

Puede apoyar a su estudiante al hacer preguntas y difundiendo el mensaje entre sus propios amigos, compañeros de trabajo y familiares.

- Pregúntele a su hijo(a), ¿qué necesidades ven en su comunidad?
- ¿Cómo se podrían satisfacer esas necesidades?
- ¿Qué organizaciones han conocido hoy?
- ¿Han elegido una recaudación de fondos?

El programa se llevará a cabo desde el \_\_\_\_\_ hasta el \_\_\_\_\_.

Gracias por su ayuda y su apoyo.  
Patrocinador escolar

Director/a de la escuela



Letter #2



Date:

Dear Parents of \_\_\_\_\_ (school name) \_\_\_\_\_,

We wanted to share with you that our school has chosen to participate in the Dallas ISD Common Cents program.

Common Cents is a learning experience designed to teach students how to be a philanthropist (a person who helps others). Students will research and investigate the needs of their community, locate nonprofit organizations that can meet those needs, organize a fundraiser, and experience the powerful impact of giving back. All activities are led by district staff.

In this program students are the decision makers. The student leaders at our school have chosen

\_\_\_\_\_ philanthropy name \_\_\_\_\_ and 100% of what we raise will be donated to this organization. Our student leaders are preparing now for creative ways to raise money for \_\_\_\_\_ philanthropy name \_\_\_\_\_.

Our fundraising will be from \_\_\_\_\_ to \_\_\_\_\_.

During the 2023-2024 school year 14 schools raised \$28,000 for charity. Since the program began, students have raised and donated over \$980,000. This is amazing!

Your student can bring money in any amount. A quarter or dime is not too little! Ask family members/friends/neighbors for donations and participate in our campus fundraiser. Every little bit helps. Most of all, we all want to provide them with an opportunity to be generous.

Thank you for your help and support.

School Sponsor

School Principal



Letter #2



Fecha:

Estimados padres de \_\_\_\_\_ (nombre de la escuela) \_\_\_\_\_.

Queremos compartir con usted que nuestra escuela ha decidido participar en el programa Common Cents de Dallas ISD.

Common Cents es una experiencia educativa diseñada para enseñarles a los estudiantes a ser un filántropo (alguien que ayuda a los demás). Los estudiantes averiguarán e investigarán las necesidades de su comunidad, ubicarán organizaciones sin fines de lucro que pueden satisfacer esas necesidades, organizarán un evento de recaudación de fondos y conocerán el poderoso impacto de devolver algo a la sociedad. Todas las actividades son dirigidas por personal del distrito.

En este programa, los estudiantes son los que toman las decisiones. Los líderes estudiantiles de nuestra escuela son los que deciden.

\_\_\_\_\_ Nombre de la filantropía \_\_\_\_\_ y 100% de lo que recaudaremos será donado a esta organización. Nuestros líderes estudiantiles están actualmente preparando maneras creativas de recaudar dinero para \_\_\_\_\_ Nombre de la filantropía \_\_\_\_\_.

Nuestra recaudación se llevará a cabo desde el \_\_\_\_\_ hasta el \_\_\_\_\_.

Durante el año escolar del 2023-2024, 14 escuelas de todo el distrito recaudaron \$28,000 para organizaciones benéficas locales. Desde que se estableció el programa, los estudiantes han recaudado y donado más de \$980,000. ¡Eso es increíble!

Su estudiante puede traer dinero sin importar la cantidad. ¡Una moneda de 10 o 25 centavos no es poco! Participe en la recaudación de fondos de nuestra escuela y pídale a sus familiares/amigos/vecinos que contribuyan con sus donaciones. Cada contribución cuenta. Más que nada, queremos darles la oportunidad a todos de ser generosos.

Gracias por su ayuda y su apoyo.

Patrocinador escolar

Director de la escuela

# Photography and Video Release Form



Student Name \_\_\_\_\_

Student Grade \_\_\_\_\_

Student Date of DOB \_\_\_\_\_

School Name \_\_\_\_\_

I do hereby give my consent to the Common Cents Dallas to photograph, audio record, and/or video record my child. I understand that any such photographs, audio recordings, and/or video recordings become the property of Common Cents Dallas. I understand that Common Cents Dallas may use and/or reproduce the photographs, likeness or the voice of my child for any internal or external promotional activities in broadcast and electronic media formats now existing or in the future created.

I also agree to allow my child's work and/or photograph to be published on the Common Cents Dallas Website.

I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s).

By signature below, I release Common Cents Dallas, agents, employees or other representatives from any liabilities, known or unknown, arising out of the use of this material. I have read the Photography and Video Release Form and fully understand the terms and conditions outlined. I certify that I have full legal capacity to sign this Photography and Video Release Form on behalf of myself and my child.

**YES**, I do give permission to use my child's photo or likeness as described above.

**NO**, I do not give permission to use my child's photo or likeness as described above.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Formulario de autorización para el uso de fotografías y videos



Nombre del estudiante \_\_\_\_\_ Grado \_\_\_\_\_

Fecha de nacimiento \_\_\_\_\_ Escuela a la que asiste \_\_\_\_\_

Doy mi consentimiento para que el Common Cents y sus representantes tomen fotografías o graben a mi hijo, ya sea en audio o video. Entiendo que cualquier fotografía, grabación de audio o video se convertirá en propiedad del Common Cents. Entiendo que el Distrito puede usar o reproducir las fotografías, la imagen o voz de mi hijo para el uso interno o externo en actividades educacionales, instruccionales o promocionales, así como en los formatos de medias electrónicas actuales o futuros. Entiendo también que las actividades educacionales, instruccionales o promocionales de uso externo pueden incluir la divulgación de fotografías y grabaciones de audio o video a los periódicos, la radio, y las estaciones de televisión.

También doy mi consentimiento para que el trabajo o fotografía de mi hijo sea publicado en la página de internet, intranet o cualquier publicación del Common Cents.

Entiendo que al firmar esta forma de autorización para el uso de fotografías y videos, renuncio el derecho a toda o cualquier compensación actual o futura que pueda resultar por el uso del material mencionado arriba.

Al firmar abajo, libero al Common Cents, la Junta Escolar, oficiales, empleados y otros representantes de toda responsabilidad, conocida o desconocida, que resulte por el uso de este material. He leído la forma de autorización para el uso de fotografías y videos y entiendo completamente los procedimientos y condiciones descritas. Declaro que poseo la autoridad legal para firmar esta forma de autorización para el uso de fotografías y videos.

- Si, doy mi permiso para que la fotografía o imagen de mi hijo sea usado/a como se indica arriba.
- No, no doy mi permiso para que la fotografía o imagen de mi hijo sea usado/a como se indica arriba.

\_\_\_\_\_  
Nombre del padre/tutor legal

\_\_\_\_\_  
Firma del padre/tutor legal

\_\_\_\_\_  
Fecha



2024-2025 Common Cents T-Shirt Order Form

SPONSOR NAME \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ SCHOOL MAILBOX # \_\_\_\_\_

EMAIL \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

Each school will receive up to 10 t-shirts. (Include sponsor in t-shirt count)

You can fill out form on Google Forms: <https://forms.gle/BZEoNggiwr8CHubz9>

Please specify the sizes below:

| Size         | # T-shirts |
|--------------|------------|
| Youth Medium |            |
| Youth Large  |            |
| Adult Small  |            |
| Adult Medium |            |
| Adult Large  |            |
| Adult XL     |            |
| Adult XXL    |            |

Return order form and scan via email to [gigigartner@me.com](mailto:gigigartner@me.com)



2024-2025

**Common Cents Campus Non-Profit Designation Form**

School Name \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Our campus has chosen to support \_\_\_\_\_  
(Name of non-profit\*)

Non-Profit Website \_\_\_\_\_

Why did the students decide to support this non-profit\*?

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\* Local nonprofit organizations selected to receive funds must be registered as 501(c)(3) to be eligible. To verify that your chosen organization qualifies, please go to <https://www.northtexasgivingday.org/> to see if the organization is approved or call Katie Kuehl [kkuehl@cftexas.org](mailto:kkuehl@cftexas.org) 214-750-4137 at Communities Foundation of Texas.

Return form via email to [gigigartner@me.com](mailto:gigigartner@me.com)



**Common Cents Dallas**

**Itemized Receipt Form**

(To be used when giving funds to Common Cents)

School \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Charity \_\_\_\_\_

Campus Sponsor \_\_\_\_\_

(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          |   |        |
| <b>TOTAL</b> |   |        |

**Total Bills**

\$ \_\_\_\_\_

| Coins        | # | Amount |
|--------------|---|--------|
| Dollar       |   |        |
| 50 Cent      |   |        |
| Quarters     |   |        |
| Dimes        |   |        |
| Nickels      |   |        |
| Pennies      |   |        |
| <b>TOTAL</b> |   |        |

**Total Coins**

\$ \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Counter's Signature \_\_\_\_\_

Counter's Signature \_\_\_\_\_

Date \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Received by Office Manager \_\_\_\_\_

Date \_\_\_\_\_

