



**LARKSPUR-
CORTE MADERA
SCHOOL DISTRICT**

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Donation Memorandum

Donations are a critical component of LCMSD's funding. As a District we want to support all fundraising efforts while recognizing the number of "asks" we send out to parents. Our fundraising groups establish an annual calendar of when these asks will take place. The goal is to ensure SPARK is not requesting funds at the same time as PTA/PTO and vice versa.

As a District, we also have to be aware of when we ask for donations and remember that we cannot require parents to pay for fieldtrips or other activities.

Please follow this procedure whenever you consider requesting funds from parents and/or the community:

- Obtain pre-approval from your principal
- Use the Field Trip Request Forms for approval when applicable
- When requesting funds, use "the suggested donation is \$__"
- All students participate in the activity regardless of whether their parent/guardian has made a donation