



## Adopt-a-Classroom Program Guidelines

It's a well-known fact that teachers spend money out of their own pockets on things for their classroom. Quite a bit of money, in fact. A 2013 study by the National School Supply and Equipment Association found that public school teachers around the country spent \$1.6 billion of their own money on their classrooms during the 2012-13 school year. Nearly all (99.5 percent) teachers spent some amount of money out of their own pocket (the survey showed the national average is \$485).

The Westerville Education Foundation's Adopt-a-Classroom Program offers an online tool to help teachers defray those out-of-pocket costs. This feature will enable anyone in the community to make a donation to your classroom or program to help cover expenses you would likely be paying for on your own. Through the WEF Adopt-a-Classroom Program, the community can support your classroom 24 hours a day, seven days a week!

## Guidelines for Adopt-a-Classroom Funds

- The WCSD Treasurer's Office will establish an "Adopt-a-Classroom" deposit and accounting process.
- Funds will be deposited monthly and schools will receive Adopt-a-Classroom deposit reports when revenue is received through the classroom adoption process.
  - Using these deposit reports, schools will be responsible for recording and monitoring how much money is available for each teacher's classroom.
  - These records must be maintained at the school level as the Treasurer's Office will not be monitoring these funds at the teacher/classroom level.
- Any purchases using these funds must be completed through the purchase order process using established vendors.
  - No reimbursements for out-of-pocket purchases will be issued from Adopt-a-Classroom funds.
- Permissible expenditures include:
  - Replenishing classroom supplies/materials used by all students,
  - Awards/rewards to be used as part of a classroom student incentive program,
  - Classroom decorations for special events or activities, and
  - Classroom books or magazine subscriptions.
- Regardless of their intended use, gift cards or other retail cards such as iTunes, Amazon, Google Play Store, etc. may not be purchased using Adopt-a-Classroom funds.
- Donations will be deposited into the Principal's Fund and a unique code will be established to indicate that monies are not to be used for any purpose other than the Adopt-a-Classroom program.
- Should a teacher's assignment change during the course of a school year, Adopt-a-Classroom funds do not follow the teacher but instead remain with the classroom.
- Any proposed use of Adopt-a-Classroom funds outside of those specified above must be made in writing to the Education Foundation at least one month prior to their planned expenditure.
  - The request must thoroughly explain how the funds will be used and why the use of the funds is appropriate for this purpose.
    - This includes reasonable requests to use Adopt-a-Classroom revenue for a "Fund-a-Project" proposal in order to bring the project to a fully-funded status.
  - The proposal must be signed by both the teacher and school principal.
  - The Foundation Board of Directors will review and vote upon such requests at its next regularly-scheduled meeting following receipt of the request.
  - Requests may be made through Greg Viebranz, WEF Liaison and WCSD's Executive Director of Communications & Technology.