



*Riverside Educational
Enrichment Foundation*

Enhancing Education, Promoting Excellence

REEF’s Mission is to enrich educational opportunities for all RUSD students.

SCHOOL FUNDS TERMS AND CONDITIONS

REEF provides accounting and administrative support to any RUSD School Fund. School Funds are guided by the priorities of the individual school community and enable schools to more efficiently raise community dollars to meet immediate needs.

REEF ASSISTS SCHOOL FUNDS BY:

- **Fiscal Receiver:** REEF receives deposits (**all checks must be made out to REEF, please note booster organization on memo line**), ensures funds are dispersed according school agreement (stated purpose of fund, two signatures and abides by REEF’s mission statement), provides statements to schools, and completes IRS tax reporting and donor letters. A 5% fee on each deposit is charged for these services.
- **Coach:** REEF can help guide schools on how to structure an annual fund and share examples of what other schools are doing.

SCHOOL FUNDS REQUIREMENTS:

- **Fund Deposits/Donations:** **All checks must be made out to REEF, please note booster organization on memo line.** A School Fund board member must deliver funds with a deposit form in a sealed envelope to the REEF Executive Director, President or Treasurer for deposit.
- **Fund Requests:** Two School Fund board members and the REEF’s Executive Director or President must approve request to withdraw funds. Ten business days’ notice is required by REEF when requesting funds.
- **Off-Campus Events:** Off-campus events must be insured. This can be achieved either by: 1) having fund request checks made out to the school or 2) having coverage through REEF’s insurance for the event attained and paid for by the School Fund.

EXAMPLES OF USES FOR SCHOOL FUNDS: Science lab equipment and materials • Music, visual, and arts programs • Playground up-grades • athletic equipment, and field trips • Robotics, STEM, and Arts clubs • Technology - Chromebooks, LCD projectors, 3D printer supplies, and educational software • Library books, supplemental teaching supplies, and AP materials.

I understand and agree to these terms and conditions:

Signature for _____
School Fund