



<b>Fund Number:</b>	
<b>Fund Name:</b>	
<b>Category:</b>	

**The St. Louis Public Schools Foundation  
Agreement for the Establishment of a Fund**

I/We, (**“Fund Administrator”**), hereby establish the below named fund with the St. Louis Public Schools Foundation (**“Foundation”**), a 501(c)(3) organization, as the fiscal sponsor:

<b>Name of Fund Administrator:</b>
<b>Name of proposed fund:</b>
<b>The purpose of this fund is to:</b>

**Administrative Fee, if applicable:**

The Fund shall be a component of the St. Louis Public Schools Foundation. The Foundation does not charge an administrative fee for any school’s parent-teacher organization, “Friends of,” clubs, scholarships, or alumni funds. For all other funds, a mutually agreed upon administrative fee may be charged that ranges from 2% to 8%, depending on the activity of the fund.

This fee will be assessed on every donation made to this account unless other arrangements have been made in writing. The administrative fee covers the costs associated with the financial management of the Fund and may increase periodically based on any rise in costs associated with the financial management of the Fund but not to exceed 8%.

**Requirements:**

The Foundation has determined that the purpose of the Fund is consistent with the Foundation’s exempt purposes. As an organization devoted to student outcomes, the St. Louis Public Schools Foundation specifies that at least 80% of funds in any fund account be spent with the sole and direct purpose of benefitting current education of students of the Saint Louis Public Schools District at a designated school. Only the Foundation can approve expenditures from this Fund. No expenditures will be made from the Foundation that will put it in a negative financial situation.

The Foundation is not responsible for direct development activities related to this Fund. The President is available to serve as a resource for available grants, but will not write grants directly related to the Fund without prior written agreement between the Fund Administrator and the Foundation Board of Directors. The development activities associated with this Fund are the responsibility of the Fund Administrator and any individuals/organizations solicited to assist with this process.

The Foundation is a 501(c)(3) and generally all donations are tax-deductible. All donors should check with their financial consultants to confirm that their contribution is tax deductible. The Fund Administrator will send out thank you letters for tax purposes to each donor following their contribution. A Donation Revenue Sheet is to be completed and electronically (Excel spreadsheet) emailed to the Fund Manager of the St. Louis Public Schools Foundation. A copy of the spreadsheet is to be included with donations. All letters will include the Foundation’s EIN 431813849, and “cc”

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or carbon copy Jane Donahue, President, St. Louis Public Schools Foundation. Copies of all letters are to be sent to the Foundation for the Fund Administrator's file.

The Foundation will only disperse funds that are in line with the purpose of the Fund. The President of the Foundation has the responsibility to seek approval on any expenditure that he/she feels does not meet this category.

Complete the information below with the Fund Administrator's name and contact information.

<b>Name:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Phone:</b>	

The Foundation reserves the right to list the Fund and its activities on its website and in informational materials.

Should you want to close the Fund at any time, you must submit the request in writing at least 30 days in advance. If necessary, the Foundation will notify any donors associated with the Fund of its closing and the outcome of the remaining funds.

**St. Louis Public Schools Foundation**

Signed By:                      Dated:  
*(Typed name will serve as electronic signature)*

**Fund Administrator**

Signed By:                      Dated:  
*(Typed name will serve as electronic signature)*

<b>Administrative Fee Charged:</b>	
<b>SLPSF OFFICE USE</b>	
<b>No</b>	<input type="checkbox"/>
<b>Yes</b>	<input type="checkbox"/> <b>% Charged:</b>