From the District School Cash Online home page, select "ITEMS"













Information is from Board Donation Message screen in the School Cash Catalog.





SchoolCashOnline

2 Gift Information

Donor selects the amount of the donation, with option to enter their own amount.

Select the School and Initiative.

Gift Information			
I would like to make a donation of: \odot \$20 \odot \$50 \odot \$1	00 © \$250 © \$500 © \$100	0 Other Amount:	
School: Career and Technology Center	Initiative:	General	•
		Dance-a-thon	
		Playground Faculty Awards	

IMPORTANT:

A Charitable Donation tax receipt will be issued for a donation of any amount. Funds will be deposited into one bank account. District can then transfer the funds to a school bank account if applicable.



SchoolCashOnline

3 Tribute Information

The donation may be made in honor or memory of someone. If the donation is a tribute gift, enter the name of the honoree.

Tribute Ir	nformation		
This gift is:	Not a tribute gift	Name of honoree:	
	Not a tribute gift		
	In honor of		
	In memory of		
Send tribu	ite card? 🔘 Yes 🖲 No	Please Note: a \$20 minimum donation is required for tribute cards.	

NOTE:

School Cash does not send tribute cards. A report is available in the School Cash Catalog listing tributes. Tribute cards are the discretion of the school district.



3 Tribute Information

If the donor selects yes to the tribute card, they will be able to enter the information.

Send tribute card? Ye 	es No Please Note: a \$20 minimum donation is re	quired for tribute cards.	
Recipient Name:		Mailing Address:	
Personal Message:		City:	
		Province/State:	
		Postal code/Zip:	



4 Message to School Board

The donor can enter a message to the school board pertaining to their donation.

The message will display on the Donation Export report.

Message:	Please use my donation to purchase additional	7	
(Ontional)	school supplies for the students		





Message to the donor that they will receive a receipt via email after they complete the payment.

This receipt will also be available in their *School Cash Online* Payment History screen.

Once the required information is entered, the donor then adds the donation to their cart.

Tax Receipt	
A donation receipt will be emailed to you upon completion of your cart checkout.	
Back	Add To Cart



Cart View			
<u>Home</u> > Checkout			
What's In Your Cart?			
Grove School District			
Item Name	Qty	Price	
Item Name - Ruby School	1	\$50.00	Edit Remove
Total		\$50.00 CAD	
Select More Items			Continue



Purchase Information

All payment options currently available for the district will be available for Donations

WALLET 1 19 PAYMENT HISTORY 1 19 SCHOOLCAS	nOnline 🔺 my account l 🖨 items l 🖬 m	nywallet 🧐 Payment History 📌
Grove School D	strict	
<u>Home</u> > <u>Checkout</u> > Ch	eckout	
Confirm Your E	illing Address	* field is required
Address Line 1 USER19 Lame - DJ Oty: 1 Address Line 2	123 Main St Your PAREN	Order T USER19
\$50.00 CAD	Wilmington * Tota	Name - Di Qty: 1
Country	UNITED STATES v	
State ZIP Code	North Carolina v *	
Back	Continue	
)rd US lam	ALLET I I PAYMENT HISTORY I I I G SCHOOLCOS Grove School Di Home > Checkout > Che Confirm Your B Address Line 1 Address Line 2 City Country State ZIP Code Back	ALLET 1 © PAYMENT HISTORY 1 © SCHOOlCashOnline MY ACCOUNT 1 © ITEMS 1 © M



Donor completes the order

🌀 SchoolCashOnline			🖆 ITEMS I 🔟 MYWA	LLET ㅣ ᢒ PAYMENT H	istory 掉
Grove School District					
<u>Home</u> > Checkout _ > Checkout				Address Informati PARENT USER19 123 Main St Wilmington, North Caroli	on <u>Change</u>
Review Your Order				50382 Payment Informat	ion Change
Grove School District				Maste	rcard
Item Name	QTY	Price		Card Type	MasterCard
Item Name - Bayshore Elementary	1	\$50.00	Edit Remove	Card Number	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
				Expiry Date	12 / 22
				Name On Card	Jane Smith
Total		\$50.00	D		
Select More Items				Complete Your	r Order



Order Completed

<u>Checkout</u> > Checkout	eckout	
	Thank You For Yo	ur Order
	Your payment request has	been received
This has been	added to your <u>Payment History.</u>	
Receipts:		
Jane Smith Grove School	District	Print Receipt



SchoolCashOnline

Charitable Donation Receipt

The receipt can be downloaded and/or printed.

The district charitable donation information will be included on the receipt.



SchoolCashOnline.com



Email Donation Receipt

Once the transaction has been processed, the donor will receive an email with the receipt attached.

SC To: Jane Smith	Wed yyyy-11-19 10:02 AM School Cash Online - Grove School District <noreply@schoolcash.net> School Cash Online: DONATION RECEIPT</noreply@schoolcash.net>
DonationRec PDF 113 KB	eipt27677434.pdf
Hello Jane Smith	
A new donation has	been made. Attached to this email you will find the official receipt.
School Cash Online	
This email was sent by KEV and 1167 Caledonia Road, For support, please visit or	Software, Inc. (O/A KEV Group Inc.) located at 3000 S Heulen Street, Suite 124-562, Fort Worth, TX 76190 in the United States Suite 200, Toronto, ON M6A 2X1 in Canada. ur website at <u>https://www.schoolcashonline.com/Home/Support</u>

