

SUPERINTENDENT'S SCREENING COMMITTEE (SSC)

TYPE OF REQUEST: Donations

DESCRIPTION: Outside organizations, companies, agencies and individuals seeking donations from the Broward County Public Schools (BCPS) or seeking to donate to BCPS.

REVIEWED BY SSC? Yes

HOW DO I SUBMIT A REQUEST?

Step 1: Read all steps, instructions, and information provided below.

Step 2: Download from the **forms section:**

- Screening Application

Step 3: Complete the Screening Application.

Step 4: Submit the completed Screening Application.

Submit via

1. Email Screening@browardschools.com
2. FAX 754-321-2711
3. Mail Superintendent's Screening Committee
600 Southeast Third Avenue, 2nd Floor
Ft. Lauderdale, FL 33301

HOW MUCH TIME NEEDED FOR REVIEW:

Applicants will receive a response in writing within **two weeks**.

POSSIBLE DETERMINATIONS BY THE SCREENING COMMITTEE

For Donations to the District or Schools

1. **Approved** – The supplies, material or funds have been approved for donation to Broward County Public Schools.
2. **Denied** – Applicant's donation has been denied and cannot be sent to Broward County Public Schools.
3. **Need more information** – Committee requests more information from the applicant in order to make a determination.

For Donations from the District or Schools

1. **Verified** – *The District does not approve or deny this type of request. However, the Superintendent's Screening Committee will provide a letter stating that it has verified the authenticity and non-profit status of the organization.
2. **Denied** – Applicant's request for donations has been denied. The organization may not contact schools for purposes of the donation.

MY REQUEST WAS APPROVED/VERIFIED – WHAT DO I DO NOW?

It is the responsibility of the applicant to:

1. Contact schools directly to determine if they want to participate.

2. Provide a copy of the approval or verification letter to schools.

*Neither the District nor the Screening Committee will assist with distribution or collection of information or materials. The requesting organization is responsible for contacting schools. **The principal at each school will determine if the school will participate.**

MY REQUEST WAS DENIED – WHAT DO I DO NOW? All requests are reviewed on an individual basis. The reason for denial will be explained in your response letter. Broward County Public Schools reserves the right to deny any request. Therefore, there is no appeal process. All determinations made by the Committee are final.

RENEWALS – HOW DO I GET THE SAME DONATION APPROVED NEXT YEAR?

1. All approval/verification letters have an expiration date
2. Once the approval has expired you must submit a renewal application to the screening committee.
3. Allow 2 weeks for renewal request.