

DONATION to Student Unpaid Meal Balances

How does an individual or an agency donate money?



Preparing the Donation

An individual or agency provides:

- **Check or money order** payable to the Los Angeles Unified School District.
- **A letter of intent or a written notation** on the check/money order stating
 - The name of the school(s) or student(s) that the money is to be applied to their student unpaid meal account.
 - The dollar amount (if one donation is to go towards two or more accounts, please specify.)
- **Donor's contact information** ****All donors will remain confidential to the intended school or student, but will be listed on LAUSD paperwork as a requirement for processing the donation.****
 - Name of individual or agency
 - Email Address
 - Mailing Address
 - Telephone Number

Submitting the Donation **Donor may mail or hand-deliver donation to either**

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| <ul style="list-style-type: none">● CENTRAL OFFICE (<u>mail or hand-deliver</u>)
Food Services Division (FSD)
Attn: Ann Marie Marmolejo
333 S. Beaudry Avenue, 28th Floor
Los Angeles, CA 90017
213-241-2993 | <ul style="list-style-type: none">● SCHOOL FOOD SERVICES MANAGER (Hand-deliver)
The FSM will be responsible to forward the donation and paperwork to the Division office. FSMs may hand-deliver the donation and paperwork to Ann Marie Marmolejo or place in her inbox for processing. |
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Receipt / Acknowledgement

LAUSD Food Services Division provides donor:

- **Thank You! letter** to the individual or agency for their generous donation.
- **Copy of the donor's check; copy of the donor's letter of intent (if applicable)**
- **LAUSD's Tax ID Number** which signifies the District as a charitable organization for purposes related to donations.

Questions? Contact Ann Marie Marmolejo at 213-241-2993 or ann.marmolejo@lausd.net.