



2024 COORDINATOR HANDBOOK

Asian Pacific Community Fund

Brotherhood Crusade

EarthShare

Kathryn Kurka Children's Health Fund

LAUSD Employee Sponsored Scholarship Fund

The Los Angeles Trust for Children's Health

United Latinx Fund

United Negro College Fund

United Teachers Educational Foundation

United Way of Greater Los Angeles



RE: 2024 SHARING BRINGS HOPE CAMPAIGN

Dear Los Angeles, Unified School District Family,

We sincerely hope this message finds you healthy and safe during these challenging times. The Sharing Brings Hope Committee is grateful for your ongoing support and partnership -- without you, our annual LAUSD charitable giving campaign would not be possible.

During these challenging times, many in our LAUSD community are disproportionately impacted. The compounding effects of poverty, the technological divide, unemployment, housing, and food insecurities reinforce the need to exist in service and solidarity with one another. Now more than ever, The LAUSD Charitable Campaign, *Sharing Brings Hope*, affirms its commitment to the safety and wellbeing of our LAUSD partners and families through these challenging times and beyond.

This year's campaign when possible engagements will be conducted in person and virtual. We will have the ability to accept online one-time donations and the payroll deduction form has been digitized, and reporting streamlined.

Your donations and continued support will allow the charities that you have come to know and respect to continue to provide vital services to those who need them most.

Sincerely,

The 2024 Sharing Brings Hope Campaign Committee

Asian Pacific Community Fund
Brotherhood Crusade
EarthShare
Kathryn L. Kurka Children's Health Fund
LAUSD Employee Sponsored Scholarship Fund
The Los Angeles Trust for Children's Health
United Latinx Fund
United Negro College Fund – UNCF
United Teachers Educational Foundation
United Way of Greater Los Angeles

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LAUSD SHARING BRINGS HOPE MISSION STATEMENT



Since 1992, LAUSD has invited 10 of Los Angeles' most diverse and respected charitable agencies to participate in its consolidated charitable employee-giving campaign, Sharing Brings Hope. All 10 agencies are licensed, fiscally responsible organizations who, together, raise funds for over 400 individual charities.

The Sharing Brings Hope Campaign consolidates all of the District's Fundraising efforts to a single annual occurrence. Its mission is to provide funding for programs that assist in meeting the health, social, environmental, and educational needs of the communities that LAUSD serves.

CAMPAIGN GOALS AND OBJECTIVES

2024 CAMPAIGN GOALS: The goal of the 2024 Sharing Brings Hope Campaign is to exceed 2023's total donations (both cash and payroll deductions) **by raising \$400,000**, as well as increasing payroll deduction and overall participation.

How can you, as a Campaign Coordinator, help accomplish this year's goal?

- **INVOLVE & ENGAGE** co-workers and students.
- **UTILIZE** Campaign Materials, Website and Charity Liaisons.
- **TALK** To Potential Donors:
 - *Do you know the #1 reason people do not give?*
THEY ARE SIMPLY NOT ASKED.
 - Ask for a few minutes on the agenda of an existing facility/staff meeting or set-up a brief presentation for your school/dept.
- **HAVE FUN!**

IMPORTANT CAMPAIGN DATES for 2024

Jan. 17, 2024	Regional Director's Meeting
Jan. 22- Feb. 15, 2024	Local Region/District Coordinator Trainings
Feb. 5-Apr. 26, 2024	Campaign Window
April 19, 2024	Submit Coordinator Report Form & Donations to Region/Local District Coordinator
April 26, 2024	Final Deadline for Region/Local District Coordinator to send Coordinator Report Form & Donations to Beaudry Central Office

CHARITABLE AGENCIES CONTACT INFO

Asian Pacific Community Fund

Rachel Kochhar

1145 Wilshire Blvd., Suite 105
Los Angeles, CA 90017 (213) 624-6400 Ext. 4
rkochhar@apcf.org

Brotherhood Crusade

Curtis Silvers

200 East Slauson Avenue
Los Angeles, CA 90011 (323) 846-1649
(323) 235-5536 (Fax)
csilvers@brotherhoodcrusade.org
Stacy Hill-Williams
swilliams@brotherhoodcrusade.org

EarthShare

Beth Tyson

P.O. Box 883301
Los Angeles, CA 90088-3301
(804) 310-4578
btyson@earthshare.org

Pat Smith

LAUSDCCC@earthshare.org

Kathryn Kurka

Karen Maiorca

Children's Health Fund
P.O. Box 39531
Los Angeles, CA 90039-0531
(818) 955-6500 (Message Center)
(626) 407-5469 (Cell)
(626) 576-0701 (Fax)
Karen.maiorca@yahoo.com

LAUSD Employees Sponsored Scholarship Fund

333 South Beaudry Ave., 25th Floor
Los Angeles, CA 90017

The L.A. Trust for Children's Health

Anna Baum

333 South Beaudry Ave., 29th Floor
Los Angeles, CA 90017
(323) 366-1867
anna@thelatrust.org

Julie Edens

(310) 403-7182
j.edens@thelatrust.org

United Latinx Fund

Victor Cruz Jr.

1125 E. Broadway #258
Glendale, CA 91205
213-784-7919
Unitedlatinxfund@gmail.com

United Negro College Fund

Harry Fulmore

3699 Wilshire Blvd., Ste. 1250
Los Angeles, CA 90010
(213) 291-9144
(661) 350-2439 (Cell)
harry.fulmore@uncf.org

United Teachers Educational Foundation

Harry Mar

3303 Wilshire Blvd., 10th Floor
Los Angeles, CA 90010
(213) 368-6265
(213) 368-6231 (Fax)
hmar@utla.net

United Way of Greater Los Angeles

John Pang

1150 S. Olive St., Suite T500
Los Angeles, CA 90015
(213) 808-6248
(213) 808-6266 (Fax)
jpang@unitedwayla.org

CAMPAIGN COORDINATOR'S INSTRUCTIONS

Visit campaign website at: www.SharingBringsHope.org
If you have any questions, please visit the website or contact your charity liaison

TOOLS TO DO THE JOB – Administrative/Business Offices and School Coordinators

1. **Digital campaign materials** and physical materials (poster, student coin envelope and Save the Date) information will be both emailed and mailed to the Campaign Coordinator, Local District Administrator, and all school sites and/or Administrative & Business Services Offices the week of *January 8 – January 12, 2024*.
2. All digital campaign materials can be downloaded from the website – **www.SharingBringsHope.org**
3. DO NOT forward digital campaign materials to staff/employees until AFTER attending the Coordinator Training hosted by your Local District office coordinator and Charity Liaison.
4. **ADDITIONAL MATERIALS:** You can download additional campaign materials and information from the campaign website **www.SharingBringsHope.org**

BEFORE THE CAMPAIGN BEGINS – Administrative/Business Offices and School Coordinators:

- | | <u>Completed</u> |
|--|------------------|
| 1. Attend a virtual Coordinator Training hosted by your Local District office. | _____ |
| 2. Meet with your Principal or Supervisor to discuss goals and plans for the Campaign. | _____ |
| 3. Organize a Campaign Committee to help you with employee meetings.
(Where appropriate, remember to include certified and classified personnel, a student representative, and student government advisor to virtual meetings.) | _____ |
| 4. Educate and train your Committee so they understand the basics of the Campaign, the Charitable Agencies, and the services provided to the community. | _____ |
| 5. Virtually plan and hold activities, events, and/or informational meetings for all employees to explain the purpose of the Campaign. | _____ |
| 6. Invite speakers from the Charitable Agencies to virtually tell their stories and help answer questions. | _____ |
| 7. Publicize and promote the Campaign and encourage attendance at virtual group meetings with incentives and activities. The charities can assist you with this if necessary. | _____ |
| 8. Refer everyone to the Campaign website at www.SharingBringsHope.org | _____ |

CAMPAIGN COORDINATOR'S INSTRUCTIONS

RUNNING THE CAMPAIGN – Administrative & Business Services Offices

DIGITAL MATERIALS NEEDED:

- [Online Donation Portal](#)
- Payroll Giving Forms
- Campaign Poster - To be e-mailed to school/department
- Coordinator's Report Envelope - Cover can be printed and placed on any envelope
- All materials can be downloaded on the website www.SharingBringsHope.org

Completed

1. START YOUR CAMPAIGN: Start your campaign shortly after the Coordinator Training: _____
2. GIVE BEFORE YOU ASK: If possible be the first in your campaign department, school, or division to *sign-up for payroll deduction or increase your existing donation*. Share with your colleagues what the campaign means to you. _____
3. SCHEDULE VIRTUAL EMPLOYEE INFORMATION MEETINGS: Invite speakers from the Charitable Agencies to participate. Remember, the charitable agencies are here to help you make "THE ASK." Use the *Speaker Request Form* _____
4. ONE-ON-ONE SESSIONS: If possible, meet with employees who do not attend your employee meetings or ask them to visit www.SharingBringsHope.org. Please do not just e-mail a blank payroll deduction form to employees – use the personal approach, write a brief note about the importance of giving. _____
5. REPORT RESULTS: [All electronic donations can be made via our giving portal](#). All reports will be automated. If you collect any physical donations in the form of payroll deduction cards and one-time gifts, at the conclusion of the campaign, prepare your report of results using the Coordinator's Report Form. Send completed Coordinator's Report Envelope to your Local District Coordinator by **April 23, 2024**. _____
6. SAY "THANK YOU"! Offering recognition and thanking donors will reinforce the message that their gift makes a difference in our communities. _____

RUNNING THE CAMPAIGN – Student/School Campaign

DIGITAL MATERIALS NEEDED:

- 1) Campaign Poster(s)
- 2) [Student Donation Form](#)

Completed

1. START YOUR CAMPAIGN: as soon as possible after the Coordinator Training. _____
2. Include Students in Campaign by assemblies, activities, special events and incentive programs. Students donate approximately **\$250,000** per year! _____

For presentations, be sure to invite speakers from the Charitable Agencies to participate. Remember the Charitable Agencies are here to help you make "THE ASK" and are ready to help you with your Campaign. Use the *Speaker Request Form* or download a form from the website at www.SharingBringsHope.org

RUNNING THE CAMPAIGN – Continuation of student campaign

Completed

3. Students should receive a Student Coin Envelope or [Digital Student Donation Form](#). _____
4. For an overview of the campaign that can be shared with students, visit the campaign website at: www.SharingBringsHope.org and download the Unified Message. The Unified Message is also summarized on the back of each Payroll Giving Form. _____
5. Class collections should be made between **February 5 – April 26, 2024**.
Your creative support in promoting 100% participation will be appreciated. Middle and Senior High Schools are encouraged to involve their student government/student council in the overall planning. _____

CLASSROOM TEACHER’S RESPONSIBILITIES:

- a.) Teachers should remind Students to be sure to indicate which Charitable Agencies or pick all, where they want their donation to go to by checking off the Charitable Agency of their choice and writing in the amount donated
- b.) [Students can make donations online](#). Collect Student Donation Envelopes that are dropped off at their school.
- c.) If you have a donation that needs to be dropped off, please contact the hotline or the Lead Agency.

SCHOOL COORDINATOR’S RESPONSIBILITIES:

- a. [Online Donations are AUTOMATICALLY RECORDED](#) _____
- b. If working in person, Collect, count, and record donations (by Charitable Agency) _____
- c. **All checks should be made payable to: LAUSD CCC**
Any checks received from Parents, PLUS any checks for One-Time Gifts received from employees, MUST EQUAL the Total Contributions shown on the front of the Coordinator’s Report Form. _____
- d. Complete the front of the Coordinator’s Report Form and send it to your Local District Coordinator by **April 19, 2024 or contact your charity liaison**. _____

SCHOOL/DEPARTMENT PRESENTATIONS SAMPLE AGENDA

CHARITABLE AGENCY SPEAKERS: Representatives from one or more of the participating Charitable Agencies are available to speak about the campaign during your group meetings. Representatives from any of the Charitable Agencies can deliver a presentation in 2-3 minutes.

It is best to invite and confirm at least 4 or more speakers to your meeting. Simply fill out the online Speaker Request Form and send to Lead Agency. Email to LAUSDCCC@earthshare.org You can also schedule a meeting from the website at www.SharingBringsHope.org and follow the prompts.

A blank Speaker Request Form is on **page 11**, or you can download the form at www.SharingBringsHope.org

SUGGESTED SAMPLE AGENDA

- Welcome your audience.
- Pass out Campaign materials and Payroll Giving Forms.
- Share a personal experience or, prior to the meeting, ask a member of the audience to share any personal experience they may have had with one of the participating Charitable Agencies (hearing a speaker, taking a tour, volunteering, receiving services, etc.).
- Give a brief presentation about the importance of supporting our communities through the participating Charitable Agencies.
- **Ask** those attending to give to the Charity of their choice. (Suggest a guideline of donating one hour's pay for each pay period.)
- Offer to collect Payroll Deduction Forms from those who are willing to donate at this time.
- Ask if anyone has any questions.
- Remind audience of deadlines to turn in Payroll Giving Forms.
- Thank the audience for their attendance and for their donations.

NOTE: The meeting can be run effectively in 10-20 minutes.

*For any additional information, please visit the campaign website at
www.SharingBringsHope.org*

SPEAKER REQUEST FORM

This form can be submitted online or downloaded from the campaign website at www.SharingBringsHope.org – click on downloadable forms tab.

Please submit this request as far in advance as possible. Allow 3-4 business days for processing.

Coordinator's Name <input style="width: 95%;" type="text"/>	Email <input style="width: 95%;" type="text"/>
Phone Number <input style="width: 95%;" type="text"/>	Today's Date <input style="width: 95%;" type="text"/>
School/Unit: <input style="width: 95%;" type="text"/>	District <input style="width: 95%;" type="text"/>

Coordinator Training

Staff Meeting

Fund Raising Event

Student Assembly: Student Conference Classroom Auditorium

Other:

Day and Date Time of Event

Virtual Event Link Room #

Street Address City

Parking Instructions _____

Name of Contact at Site _____ Phone Number: (____) _____

Size of Audience _____ Length of Event _____ Speaking Time per FDA: _____

Asian Pacific Community Fund
Brotherhood Crusade
EarthShare
Kathryn Kurka Children's Health Fund Inc.
The Los Angeles Trust for Children's Health
United Latinx Fund
United Negro College Fund
United Way of Greater Los Angeles



To complete the Speaker Request form online:
Go to the website at www.SharingBringsHope.org – and submit via our website

CHARITABLE AGENCIES INFORMATION

You can place information statements of the charities on the back of your parent letter.

The Asian Pacific Community Fund (APCF) is a network of 60 community organizations serving over 250,000 people annually in a total of 34 Asian and Pacific Islander languages plus English and Spanish. As the only Asian and Pacific Islander community-based fund in Southern California, APCF focuses on providing culturally sensitive programs and services to meet the complex and diverse needs of the Asian and Pacific Islander community.

Brotherhood Crusade provides necessary resources, supportive services, and a voice of advocacy to traditionally underserved communities. We support families and individuals by promoting health and wellness, provide enhanced educational opportunities, cultivating economic growth, and building community agencies and institutions. We have free after school programs in LAUSD Schools and a Youth Resource Center that provides training for jobs, GED/Hi Set and more.

EarthShare Our mission is to protect, support, and improve California's natural heritage of clean air, safe water, diverse wildlife, and healthy communities and families by raising funds for leading environmental organizations.

Kathryn Kurka Children's Health Fund provides glasses, dental care, immunizations, and other medical care to LAUSD students with no other resources.

LAUSD Employee-Sponsored Scholarship Fund provides graduating seniors with financial assistance that allows them to enter colleges and universities.

The Los Angeles Trust for Children's Health has been providing vital health resources and solutions to the students, families, and communities of LAUSD. Most recently, the L.A. Trust's work includes opening 12 brand new Wellness Center Networks located on LAUSD campuses, offering comprehensive physical, mental health, and dental services with a strong emphasis on prevention and early intervention.

United Latinx Fund (ULF) United Latinx Fund Los Angeles (ULF) is a philanthropic organization in Southern California that is a trusted voice of the Latinx community. For almost 30 years, ULF has mobilized donors, partner nonprofits, government, and the public in supporting the advancement of Los Angeles' Latinx communities by addressing fundamental needs like jobs, housing, health and wellness, and education.

United Negro College Fund plays a critical role in enabling more than 60,000 students each year to attend college and get the education they need, and that the nation needs them to have by awarding 10,000 scholarships and internships, under 400 programs for students from low-and moderate-income families to attend more than 900 colleges and universities across the country.

United Teachers Educational Foundation prepares, trains, and guarantees that teachers have the skills to best instruct their students.

United Way of Greater Los Angeles: United Way of Greater Los Angeles is breaking the cycle of poverty in Los Angeles County for our most vulnerable neighbors through housing, education, and economic mobility. No other organization brings together as many people with as many resources and expertise—we tackle the root causes and build long-term solutions to end poverty and homelessness.

Asian Pacific Community Fund es un grupo de 60 organizaciones comunitarias que sirven a más de 250 mil personas en 34 idiomas asiáticos más Inglés y Español. El fondo es único y dedicado a servir a la comunidad asiática y las islas del Pacífico en el Sur de California, y se dedica a programas culturalmente apropiados para satisfacer las necesidades diversas de esta comunidad.

Brotherhood Crusade proporciona los recursos necesarios, servicios de apoyo y un voz de representación a comunidades que han sido históricamente marginadas. Apoyamos a familias, e individuos al promover la salud y el bienestar, proporcionando y mejorando oportunidades educativas, cultivando el crecimiento económico y de la rra y de las agencias e instituciones comunitarias.

EarthShare representa a más de 80 agencias ambientales a lo largo de todo el estado. Nuestra misión consiste en proteger, apoyar y mejorar el patrimonio natural de California de aire puro, agua segura, fauna diversa, así como comunidades y familias sanas mediante financiación a grupos ambientales afiliados.

Kathryn Kurka Children's Health Fund provee lentes, atención dental y vacunación y otros servicios de atención médica a alumnos de LAUSD que no cuentan con otros recursos.

Fondo de Becas Patrocinado por Empleados de LAUSD les proporciona a los alumnos que estén en el último año de preparatoria asistencia financiera que les permita ingresar a las universidades y centros universitarios.

L.A. Trust for Children's Health ha estado proporcionando soluciones y recursos de salud vitales a los estudiantes, familias y comunidades del Distrito Escolar de Los Angeles. Recientemente, el trabajo de L.A. Trust incluye la apertura de 12 nuevas redes de Centros de Bienestar, ubicados en varios planteles del Distrito Escolar de Los Angeles, que ofrecen servicios integrales de salud física, salud mental, y servicios dentales con un fuerte énfasis en la prevención e intervención temprana.

United Latinx Fund (ULF) ha podido consolidarse como uno de los únicos fondos exclusivamente dedicados al avance de los Latinos en el Condado de Los Angeles. ULF da fondos a programas no lucrativos que ayudan a la comunidad Latina en las áreas de educación - en particular organizaciones que ofrecen actividades después de clases; y programas de salud & bienestar. Nuestro esfuerzo sirve para mejorar acceso a recursos e información sobre empleo, alojamiento, salud, y educación sin obstáculos.

United Negro College Fund es una de las organizaciones con mayor antigüedad a nivel nacional y mayor éxito al servicio educativo de minorías. El fondo UNCF otorga más asistencia financiera a alumnos afroamericanos que cualquier otra entidad aparte del gobierno.

United Teachers Educational Foundation brinda formación, capacitación y la garantía de que los maestros cuentan con las habilidades necesarias para brindar instrucción a sus alumnos.

United Way of Greater Los Angeles: United Way of Greater Los Angeles está terminando el ciclo de la pobreza en el Condado de Los Angeles para nuestros vecinos más vulnerables por medio de soluciones de viviendas, educación de calidad, y la movilidad económica. Tomamos medidas para confrontar las causas fundamentales y construimos soluciones para erradicar la pobreza y la falta de vivienda en nuestra comunidad.

STUDENT CAMPAIGN MATERIALS & REPORTING

DESCRIPTION OF Digital MATERIALS:

- Online donation portal via [“Donate” Tab on Website](#)
- All Campaign Materials are digital and available via [Sharing Brings Hope Website](#)
- Student, Parent, and Community Contributions can be made at [Non-Staff Giving Portal](#)
- If working in person, all schools including Pre-K classes, Early Education Centers, Adult Schools will receive;
 - Student Donation Form (Can be placed on the front or inside of any Envelope)
 - Student Classroom Report Form (Can be placed on the front or inside of any Envelope)

STUDENT DONATION FORM: [All Donations can be made online on our student & community donation portal.](#)

The following is for in school use: Each Student in the school should receive one (1) Student Donation form which includes the names of the participating Charitable Agencies and a space for the Student to indicate which Charitable Agency he/she wishes to contribute to. Students who wish to make a donation should indicate their choice of Charitable Agency or select "All Charities" if their donation is to be distributed evenly among all 10 of the Charitable Agencies in the Campaign. Their donation should be enclosed in an Envelope and returned to their Teacher or for additional information call or contact your charity liaison.

*Los Angeles Unified School District
Consolidated Charitable Campaign*

STUDENT DONATION ENVELOPE



*Please make checks
Payable to:*
LAUSDCCC



Name: _____
 School: _____
 Room/Home Room: _____
 Teacher: _____

✓	Agency	\$ Amount
	All Charities	
	Asian Pacific Community Fund	
	Brotherhood Crusade	
	EarthShare	
	Kathryn Kurka Children's Health Fund, Inc.	
	LAUSD Employee Sponsored Scholarship Fund	
	The L.A. Trust for Children's Health	
	United Latinx Fund	
	United Negro College Fund	
	United Teachers Educational Foundation	
	United Way of Greater Los Angeles	

THANK YOU FOR HELPING THOSE IN NEED!

www.SharingBringsHope.org

10/2014

#100

STUDENT CAMPAIGN MATERIALS & REPORTING

All Online Donations are automatically recorded. If working in person, please do the following:

After collecting the Student Donation Forms, Classroom Teachers should do the following:

- Fill in Teacher's Name and Room #/Homeroom #.
- Check to make sure the Student Donation Forms are accurate, and the donation amount and Charitable Agency information has been completed.
- Place all the Student Donation Forms in a Student Classroom Report Envelope.
- Deliver the Classroom Envelope to the School Coordinator on a daily/weekly basis during the Campaign. If you receive cash please make sure you place cash in a secure location or convert to a check or use [online portal](#)


ON A DAILY/WEEKLY BASIS:

- Enter the total amount of cash collected per day in the corresponding Charitable Agencies' column
- **Place the cash in a secure locked location or convert to a check or on-line donation.**


AFTER the campaign:

- Enter Total Amount of Student Cash collected in each corresponding Charitable Agencies column.
- Enter Total Amount of Parent Checks collected in each corresponding Charitable Agencies column.
- Enter Total Amount of Teacher Checks collected in each corresponding Charitable Agencies column.

LAUSD Consolidated Charitable Campaign
STUDENT CLASSROOM REPORT ENVELOPE



SHARING BRINGS HOPE
www.SharingBringsHope.org



SHARING BRINGS HOPE
CONSOLIDATED CHARITABLE CAMPAIGN
www.SharingBringsHope.org

TEACHER: _____

ROOM / HOMEROOM: _____

Dear Teacher: *After collecting the student envelopes, please:*

- ◆ Check to make sure the student envelopes are sealed and the amount and charity/charities information has been completed.
- ◆ Place the student envelopes in this secured classroom report envelope and deliver to the School Coordinator on a daily basis.
- ◆ Your School Coordinator will return this envelope to you for use the next day!

THANK YOU FOR HELPING THOSE IN NEED!

STUDENT CONTRIBUTIONS DATE	All Charities	Asian Pacific Community Fund	Brotherhood Crusade	EarthShare	Kathryn Markel Children's Health Fund, Inc.	LAUSD Employee Sponsorship Scholarship Fund	The L.A. Trust for Children's Health	United Labor Fund	United Negro College Fund	United Teachers Educational Foundation	United Way of Greater Los Angeles
TOTALS FOR EACH CHARITY											
TOTAL STUDENT CASH											
TOTAL PARENT CHECKS											

Cc, *this envelope can be printed at www.SharingBringsHope.org

If you have any questions, please contact your assigned Charitable Agencies Liaison. (For Charitable Agencies Liaison contact information, please see **page 24** or check our website at www.SharingBringsHope.org)

PAYROLL GIVING FORM

SHARING BRINGS HOPE

PAYROLL GIVING CARD

Section One: PAYROLL AUTHORIZATION

Complete Section One to authorize a new payroll deduction(s), to increase existing deduction(s) or to cancel old deduction(s). All may be done on a single form. All donations are tax deductible.

Employee Name _____ Employee No. _____ My gift is \$ _____ per pay period

Location Code _____ School/Dept. _____ The minimum amount is \$2.50 per agency (ies) per pay period=\$ _____ for the year

NEW: Any new payroll deduction.

CHANGE: A change will replace existing dollar deduction amounts. Please write the new amount only.

CANCEL: To cancel existing agency deduction.

I hereby authorize my employer to deduct the amount indicated from each pay period. This authorization will remain in force until cancelled by me. Participation in this campaign indicates my specific understanding that my name and office/work information will be provided to the agency/charity receiving my donation.

New	Change	Cancel	Payroll Code	Charitable Agency	\$ Amount Per Pay Period
			9220	Asian Pacific Community Fund *	
			9205	Brotherhood Crusade *	
			9230	EarthShare *	
			9270	Kathryn Kurka Children's Health Fund, Inc. *	
			9215	LAUSD Employee Sponsored Scholarship Fund	
			9245	The L.A. Trust for Children's Health	
			9250	United Latinx Fund *	
			9210	United Negro College Fund	
			9275	United Teachers Educational Foundation	
			9200	United Way of Greater Los Angeles *	

Signature _____

Date _____

Payroll cannot process without signature

DO NOT DETACH

Section Two: DONOR DESIGNATION

You may designate your payroll deductions to go to any 501(c)(3) nonprofit charitable organization by selecting one of the above starred* Charitable Agencies to process your donation. We will need the name and address of the charity and the name of the Charitable Agency to be indicated below. All designations remain in place unless cancelled by donor in writing. Please note all Charitable Agencies are required to forward donor designations quarterly.

Amount of payroll deduction \$ _____

Name of charity _____ Phone number _____

Address of charity _____

Name of Charitable Agency _____

Section Three: ONE-TIME GIFTS

You may make a one-time gift to any of the above listed Charitable Agencies by attaching your check made out to LAUSDCCC and indicating your choice of Charitable Agency. You may also make a one-time gift to any 501(c)(3) nonprofit charitable organization by selecting one of the above starred* Charitable Agencies to process your donation. Please make your check out to LAUSDCCC and indicate the Charity and participating Charitable Agency below. Please indicate the Charity in the memo section of your check.

Amount of one-time gift \$ _____

Name of charity _____ Phone number _____

Address of charity _____

Name of Charitable Agency _____

Section Four: ACKNOWLEDGEMENT

To receive an acknowledgement for your donation, please clearly print the information shown below. Your personal information will not be sold or given to any other agency.

Name _____ Email _____

Address _____

City _____ Zip _____

Daytime Phone _____ School/Dept. _____

Charitable Agencies do not provide goods or services in return or exchange for their contributions.

HOW TO COMPLETE THE PAYROLL GIVING FORM

Section One: PAYROLL AUTHORIZATION

To continue your current payroll deduction with no changes:

- You do not need to do anything! Your previous instructions will remain in effect until you cancel.
Thank You!

To change or make a new contribution, please visit our online giving portal, or complete a digitized form:

- [Online Giving Portal](#) (Please follow portal instructions prompted by screen)
- [Digital Payroll Giving Form](#) (Instructions to complete form listed below).

Please start with filling in the requested information requested in Section One of the Payroll Giving Form as follows:

- **Employee Name** Enter employee first and last name
- **Employee Number** Enter employee number. (All digits are required.)
- **My gift is \$:** Enter donation amount (per pay period)
(Minimum donation is \$2.50 to each agency per pay period.)
- **Location Code** Enter employee location code
- **School/Dept. Name** Enter School or Department Name
- **Phone Number** Enter Phone Number (daytime)
- **Payroll Deduction** Enter (donation amount each pay period) *multiplied by*
(**\$_____for the year**) (total number of pay periods per year) = \$ for the year
- **Signature & Date** Enter Employee Signature and date signed. (Payroll Deductions cannot be processed without employee signature.)

To begin a NEW Payroll Deduction contribution or to contribute to additional Charitable Agencies:

- Check box in the “New” column next to the name of the Charitable Agency(ies) that you wish to begin contributing. The payroll giving form can be submitted using the online donation portal
- In the “\$ Amount” column, write in the amount of your contribution per pay period.
(Minimum amount for payroll deduction[s] is \$2.50 to each agency per pay period.)

To CHANGE the amount of your existing payroll deduction:

- Check box in the “Change” column next to the name of the appropriate Charitable Agency(ies)
- In the “\$ Amount” column, write in the new amount of your contribution per pay period.

To CANCEL an existing payroll deduction:

- Check the “Cancel” column next to the name of the appropriate Charitable Agency(ies)

HOW TO COMPLETE THE PAYROLL GIVING FORM (continued)

Section Two: DONOR DESIGNATION

Complete this section to designate your payroll deduction to a specific charity of your choice.

1. Please choose a Charitable Agency to process your donation. Every donation must be processed through one of the campaign's participating Charitable Agencies. The Charitable Agencies that can process designated donations are indicated by a "*" at the top of the Payroll Giving Card.
2. Fill in the Total Payroll Deduction Amount:
(Donation amount per pay period)
multiplied by (Total number of pay periods per year) = Total Payroll Deduction
3. Enter the complete name, phone number and address to which the gifts being designated. (If donor does not know complete address information, they should fill in as much information as possible. A maximum of two (2) Charitable Agencies can be designated.)
4. Select a Charitable Agency to process the designated donation. (The Charitable Agency selected to process the designation must be the same as the Charitable Agency checked at the top of the Payroll Giving Card. A designation is on-going until changed or canceled).
5. Fill in the amount of your total donation to the specific charity. Please make sure the charity you want to designate is a non-profit, tax-exempt organization, with an IRS Classification 501(c)(3). If your charity does not meet this requirement, you will be notified in writing. If you do not respond within 60 days after notification, your gifts will be treated as an undesignated contribution by the Charitable Agency you selected to process it.

Reminder: Only the Charitable Agencies marked with "*" at the top of the Payroll Giving Card have the ability to process funds to any 501(c)(3) designated non-profit.

Section Three: ONE-TIME GIFT

Use this section for One-Time Gifts

- Make a donation by check or cash. (All checks should be made payable to:
LAUSDCCC) Note: One-Time Gifts through payroll deductions are not allowed

If a donor wants to designate their One-Time gift to a specific charity not listed under any of the Charitable Agencies, the donor should confirm the charity is a non-profit, tax-exempt organization with an IRS Classification 501(c)(3).

- Follow same directions given in Section Two Donor Designations, Paragraphs 1-5 above.

Section Four: ACKNOWLEDGEMENTS

Use this section to receive an acknowledgement/thank you for payroll deductions or one-time gifts:

- Complete the Acknowledgement section with employee's last name, first name, e-mail (optional), home street address, city, zip code, daytime telephone number and school/department.
- Unless this section is completed, charities will not be able to acknowledge/thank the donor.
- Note: Employee personal information will not be shared under any circumstances.

COORDINATOR'S REPORT FORM/ENVELOPE

Coordinator Reporting Duties:

1. [Please note all online contributions are automatically recorded](#)
2. If collecting in-person donations, read the instructions carefully and fill out the Coordinator's Report Form completely
3. Be sure to include your school/division, location, and phone number and check for accuracy. (If any information is incorrect, please make necessary corrections.)
4. The Coordinator's Report Form should contain the following:
 - School/Student Body Check if applicable for the total student cash collected and for one-time cash gifts from staff. (Separate checks please)
 - All Payroll Giving Forms and related employee checks.
 - Any check received from parents made out to LAUSDCCC.

5. CASH/CHECK CONTRIBUTIONS:

- **CONTRIBUTION TOTALS:** Fill in the total amount of donations designated to each charitable agency in the separate columns at bottom of envelope, specifying total amounts donated from School/Student Body, from Parents, and from Employees.
Note: Payroll Deduction amounts SHOULD NOT be included in columns. (Simply place in envelope)
 - **TOTAL EACH COLUMN:** School/Student Body Check(s), Parents Checks, and Employee Checks.
 - **GRAND TOTAL:** Grand total of all three (3) columns MUST equal the sum total of dollar amount of checks included in the envelope.
6. Send Coordinator's Report Envelope(s) to your Local District Coordinator. (For a list of Local District Coordinators, go online to the campaign website: www.SharingBringsHope.org or see contact page in this handbook. (LD Contacts Pages 22-23)
Deadline: April 26, 2024

Local District Reporting Duties:

Local District Coordinators must collect all Coordinator's Report Envelopes for each School/Division and keep a log.

Local District Coordinators will then forward all Coordinator's Report Envelopes to:

**Office of the Superintendent
 Baudry Administrative Offices – 24th Floor
 Attn: Lorena Reyes Balderas**

Deadline: April 26, 2024

LAUSD Consolidated Charitable Campaign
COORDINATOR REPORT FORM

Deadline: April 26, 2024

www.SharingBringsHope.org

From: Coordinator Name: _____ (optional) Cell Phone: _____ Email: _____ Phone: _____
 Name of School / Division: _____ Location Code: _____ REGION/DISTRICT: _____ (if applicable)
 To: REGION/DISTRICT / Division Chair/Department _____
 REGION/DISTRICT / Division Chair Location _____

Deliver to your REGION/Local DISTRICT / Division Chairperson on or before the DEADLINE of April 19:

INSTRUCTIONS

PLEASE DO NOT ENCLOSE CASH. All cash donations need to be converted into a check (school check or personal check).
 * ALL CHECKS ARE TO BE MADE PAYABLE TO: LAUSDCCC
 * CONTRIBUTION TOTALS: Fill in the total amount of donations designated to each Fund Distribution Agency (FDA) in the separate columns below, specifying total amounts donated from Student Body, from Parents, and from Employees.
 * TOTAL EACH COLUMN: Student Body Check(s), Parent Checks, and Employee Checks.
 * GRAND TOTAL: Grand total of all three (3) columns below MUST equal the total amount of checks included in this envelope.

FUND DISTRIBUTION AGENCY (FDA)	STUDENT BODY CHECKS	PARENT CHECKS	EMPLOYEE CHECKS
All Charities			
Angel Health Community Fund			
Brotherhood Crusade			
Carthage			
California Children's Health Fund, Inc.			
LAUSD Employee Sponsored Scholarship Fund			
The L.A. Trust for Children's Health			
United Latino Fund			
United Negro College Fund			
United Teachers Educational Foundation			
United Way of Greater Los Angeles			
TOTALS:	STUDENT BODY CHECKS	PARENT CHECKS	EMPLOYEE CHECKS
GRAND TOTAL \$ _____			

The Grand Total of all three columns MUST equal the total checks included in this envelope.
 Copies of this envelope can be printed at www.SharingBringsHope.org

FREQUENTLY ASKED QUESTIONS

This is a compilation of the most frequently asked questions to the Campaign Hotline. If you do not find the answers here, please contact your assigned charity liaison.

GENERAL CAMPAIGN QUESTIONS:

Q: Can electronic donations be made?

A: Electronic donations can be made via our [online giving portal](#). Donations in the forms of payroll deduction, one-time and recurring credit card donations are accepted. Instructions for the submission of cash and checks are also listed on the portal

Q: Are electronic donations recorded automatically?

A: Electronic donations via [our online giving portal](#) are recorded automatically. Online donations do not require additional efforts from Campaign Coordinators.

Q: I did not receive any digital forms. Where can I get my forms?

A: The 2024 campaign will be conducted in person and virtually. All campaign materials will be found on the website www.SharingBringsHope.org. Should you need assistance call the campaign hotline or contact your assigned Charitable Agency liaison (**Page 24**).

Q: To whom do I make the check payable?

A: All checks should be made payable to: LAUSD-CCC.

Note to Coordinators: If a Coordinator receives a check made out to the school, the check should be deposited in the school's account, and the amount included in the Student Body Check (payable to LAUSD-CCC) that will be included in the Coordinator's Report Envelope. If a check is made out to a specific Charitable Agency and cannot be replaced, turn the check in with all the others.

Q: My favorite charity is not listed. How can I give to them?

A: You can designate your gift to any non-profit 501(c)(3) of your choice. Just fill out the Donor Designation Section (section two) of the Payroll Giving Form. (For specific instructions, see Payroll Giving Form Instructions on **page 15** or visit the [Downloadable Forms Section](#).)

Q: Are there administrative fees when I chose to pass my donation to another organization?

A: Yes, but there are different depending on which Charitable Agency you choose to handle your donation. Please check with each Charitable Agency to find out what their administrative fees are or visit the Charitable Agency's page on the campaign website at www.SharingBringsHope.org

Q: I signed up for payroll deduction last year. Do I need to do anything for my gift to continue?

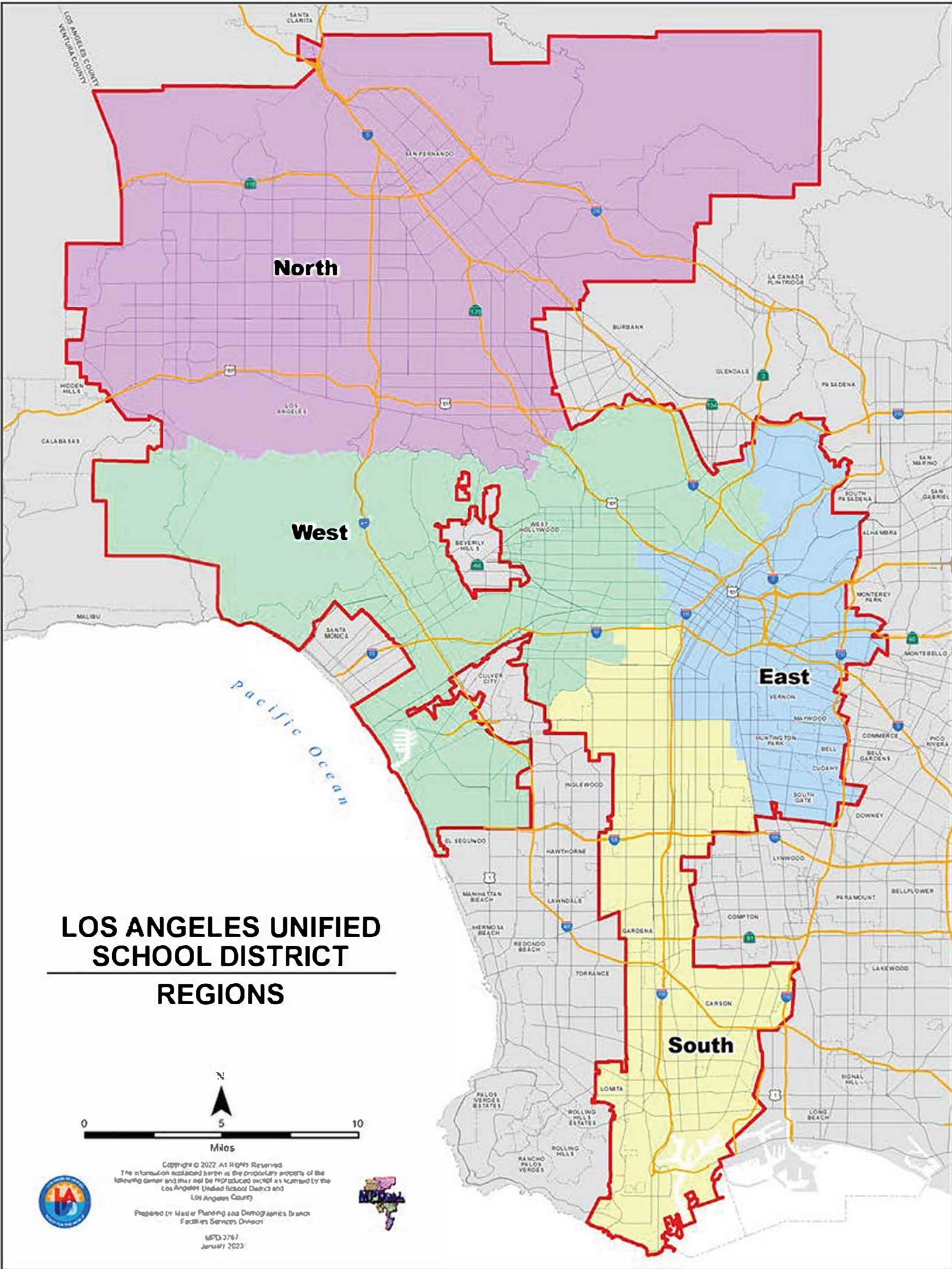
A: No, Your payroll deduction will remain unchanged unless you fill out another Payroll Giving Form or contact the payroll department. Please consider increasing your donation.

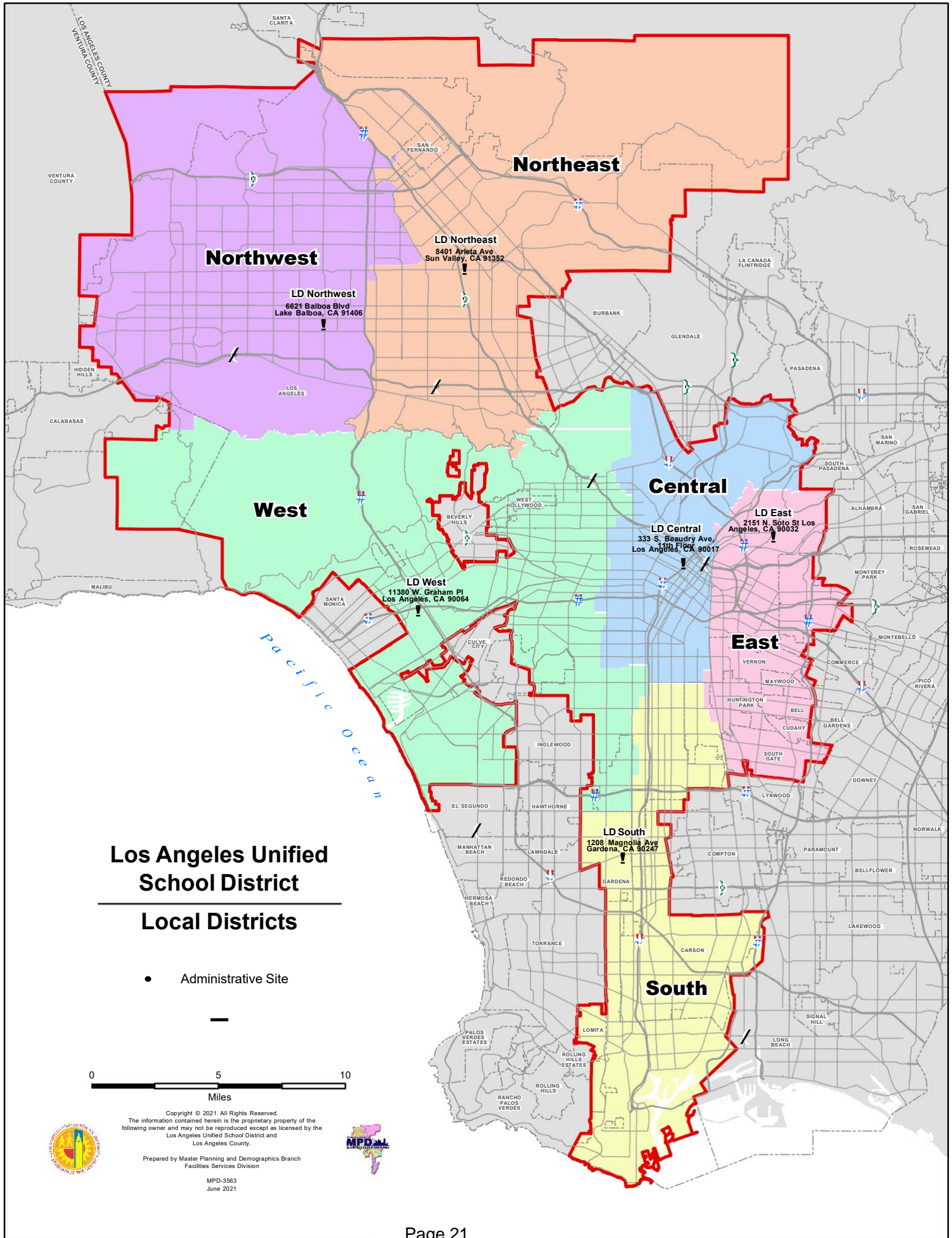
Q: Is my contribution tax-deductible?

A: Yes! Contributions to Charitable Agencies are tax-deductible by individuals who itemize. Payroll deductions are taken out after taxes so employees should claim their payroll deduction on their tax returns. You may want to consider requesting an acknowledgement of your gift. (See Payroll Giving Form Instructions on **Pages 15**.) Please consult your tax accountant for further advice.

Q: I do not remember how much and to whom I am giving through payroll deduction. How can I find out this information?

A: The information is printed on the employee's paycheck stub or may be obtained from the LAUSD payroll department.





Northwest

LD Northwest
6621 Balboa Blvd
Lake Balboa, CA 91406

Northeast

LD Northeast
8401 Arleta Ave
Sun Valley, CA 91352

West

LD West
11380 W. Graham Pl
Los Angeles, CA 90064

Central

LD Central
333 S. Beaudry Ave.
Los Angeles, CA 90017

LD East
2151 N. Soto St
Los Angeles, CA 90032

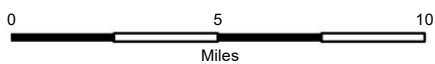
East

LD South
1208 Magnolia Ave
Gardena, CA 90247

South

**Los Angeles Unified School District
Local Districts**

- Administrative Site



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Prepared by Master Planning and Demographics Branch
Facilities Services Division

MPD-3563
June 2021

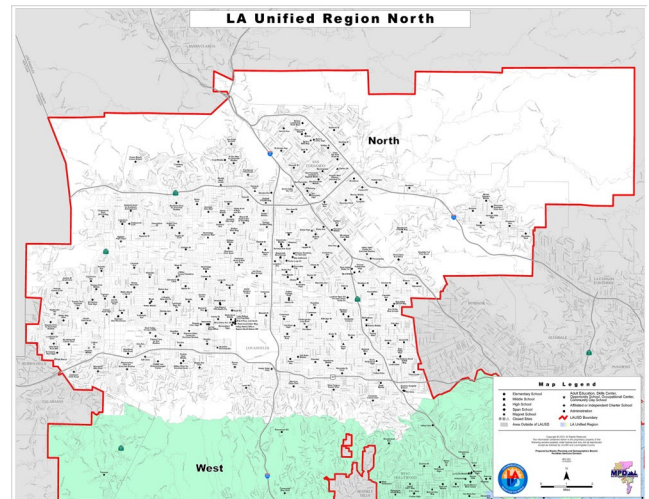


Region North Coordinators

Howard Yao

Operations Coordinator – Region North

Howard.yao@lausd.net



Region East Coordinators

Crisalia Aranibar

Organization Facilitator – Region East

Crisalia.aranibar@lausd.net

M. Isabel Castenada

Organization Facilitator – Region East

mic0648@lausd.net

Linda Cortez

Organization Facilitator – Region East

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Sagrario Gonzales

Organization Facilitator – Region East

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Lorna Herrera

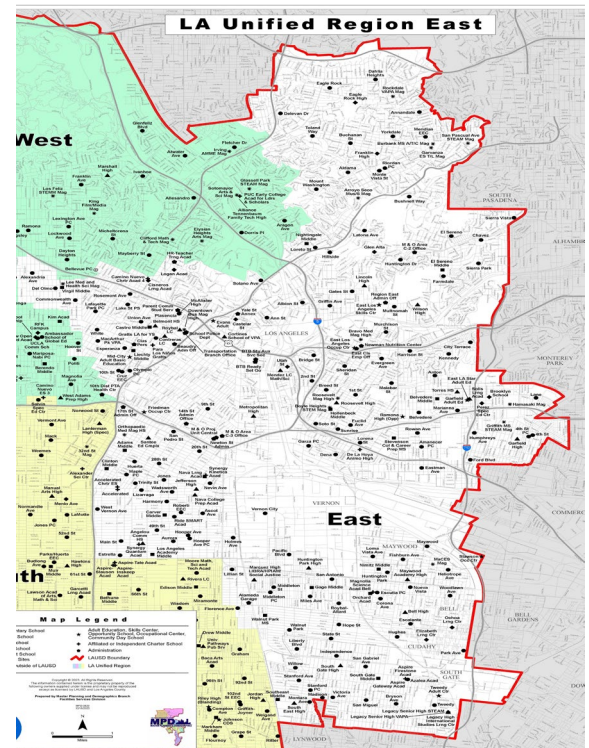
Organization Facilitator – Region East

lorna.herrera@lausd.net

Ricardo Lopez

Organization Facilitator – Region East

ricardo.l.lopez@lausd.net



Region West Coordinators

Toyann La Brew

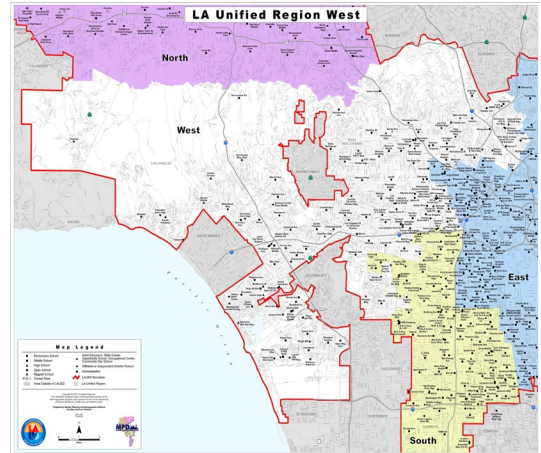
Organization Facilitator – Region West

toyann.labrew@lausd.net

Kimberly Nuccio

Organization Facilitator – Region West

kimberly.nuccio@lausd.net



Region South Coordinators

La Tanya Crawford

Organization Facilitator – Region South

lsc0052@lausd.net

Martha Godinez

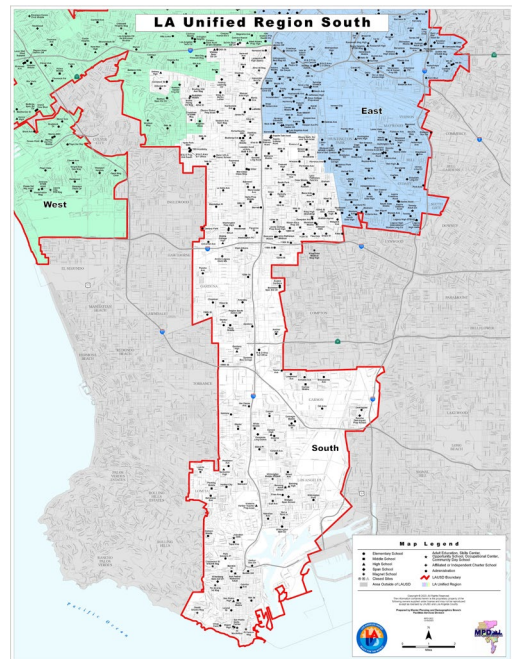
Organization Facilitator – Region South

mgodinez@lausd.net

Silvia Navarro

Organization Facilitator – Region South

silvia.navarro@lausd.net



Local District Assigned Charity Liaisons

Region/Local District	Charitable Agency (Name of Representative)	Phone Number		Email
East	United Way of Greater Los Angeles (John Pang)	213-808-6248		jpang@unitedwayla.org
West	Brotherhood Crusade (Curtis Silvers)	323-846-1649		csilvers@brotherhoodcrusade.org
North	United Latinx Fund (Victor Cruz Jr.)	213-784-7919		Unitedlatinxfund@gmail.com
South	UNCF (Harry Fulmore)	213-639-3800		Harry.Fulmore@uncf.org
West	Asian Pacific Community Fund (Rachel Kochhar)	213-624-6400 Ext. 4		rkochhar@apcf.org
Beaudry (Depts.)	The Los Angeles Trust for Children's Health (Anna Baum & Julie Edens)	323-366-1867	310-403-7182	anna@thelatruster.org j.edens@thelatruster.org



Los Angeles Unified School District
INSTRUCTIONAL SCHOOL CALENDAR 2024-2025

Board Approved
 6/20/2023

JULY

MO	TU	WE	TH	FR
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST

MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER

MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER

MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER

MO	TU	WE	TH	FR
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER

MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY

MO	TU	WE	TH	FR
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY

MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH

MO	TU	WE	TH	FR
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL

MO	TU	WE	TH	FR
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY

MO	TU	WE	TH	FR
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE

MO	TU	WE	TH	FR
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- | | |
|--|--|
| 07/04/24 Independence Day | 01/20/25 Dr. Martin L. King Jr. Birthday |
| 08/12/24 First Day of Instruction | 02/17/25 Presidents' Day |
| 08/30/24 Admission Day | 03/31/25 Cesar E. Chavez Birthday |
| 09/02/24 Labor Day | 04/14 - 04/18/25 Spring Break |
| 11/11/24 Veterans Day | 04/24/25 Armenian Genocide Remembrance Day |
| 11/28 - 11/29/24 Thanksgiving Holiday | 05/26/25 Memorial Day |
| 12/16/24 - 12/18/24 Optional Winter Recess Academy | 06/10/25 Last Day of Instruction |
| 12/16/24 - 01/03/25 Winter Break | 06/19/25 Juneteenth Holiday |
| 01/06/25 Second Semester Begins | |

LEGEND:

- First Day/Last Day of Instruction
- Legal/Local Holidays
- Optional Winter Recess Academy
- School Recess
- Unassigned Day (no school)
- Optional Employee Preparation Day
- Second Semester Begins
- Instructional Days

Instructional Days	
Fall Semester	81
Spring Semester	102
Total	183



Thank you for your support and participation in the 2024 Sharing Brings Hope Consolidated Charitable Campaign!



LAUSD Employee Sponsored Scholarship



LAUSD Consolidated Charitable Campaign

www.SharingBringsHope.org

Information Hotline: 1-888-492-4738