

TO: All SLSD Employees (sent by scanned email)  
FR: Spencerville Ed. Foundation, Inc.  
DATE: February 1, 2022  
RE: Voluntary Donation to Foundation from pay-check.

As you may be aware, The Spencerville Educational Foundation, Inc. has been operational since 1992. This is considered a community based organization with the members as governed per the articles of incorporation. Donations to the Foundation can be considered TAX DEDUCTIBLE by the IRS and a write-off for your tax return.

The funds generated are to be expended at the discretion of the Spencerville Educational Foundation Board of Trustees, with general expenditures used to provide scholarships and to enhance the educational needs for students of our school district mostly through mini-grants to teachers for field trips. Scholarships have been bestowed for over 20 years at the 1995 through 2021 graduation ceremonies and various mini teacher grants have been awarded for 20 years during 1997 through the 2021 school years.

**The Board of Trustees has approved \$13,427 in teacher grant applications and \$6,300 for senior scholarships for the 2021-2022 school year, so far. If each employee would contribute only \$1.00 per pay, we would be able to raise over \$2,700 each year toward these great causes.**

In order for the Board of Trustees to provide services, such as the above mentioned, there is a continued need for money. This needed revenue can consist of donations, contributions, and bequest from individuals, organizations, estates, in either money or real or personal property.

The treasurer's office is making available to all employees the option of setting up a payroll deduction directly into the Spencerville Educational Foundation, either on a continuing basis or a one time basis. **Please, just take a few minutes and fill out the payroll deduction authorization form below if you want to contribute (tax deductible) during the remainder of calendar year 2022.**

Please contact us if you have any questions. If interested, please fill out the bottom section of this memo and return it to the treasurer's office.

Thank you and have a great rest of the day,  
Lori R Koch, Interim Treasurer  
Cindy Endsley, Superintendent

(detach this part and return it to the Treasurer's Office)

**\*\*\*Return no later than February 18, 2022. First possible payroll date for deduction is March 11, 2022.\*\*\***

SPENCERVILLE EDUCATIONAL FOUNDATION, INC.

Employee Name: \_\_\_\_\_

One-time payroll deduction of \$ \_\_\_\_\_ for calendar year 2022.

Payroll deduction of \$ \_\_\_\_\_ per pay for calendar year 2022.

Signature of Employee: \_\_\_\_\_

Date signed: \_\_\_\_\_