

# Online Donation Processing System



**give2schools**  
donating online for school foundations

**Available for  
School Foundations**

## A COST-EFFECTIVE SOLUTION

- ✓ Give2Schools charges the foundation one flat rate per transaction.
- ✓ There are no setup charges, no administration charges and no licensing fees.
- ✓ No monthly minimum usage is required.

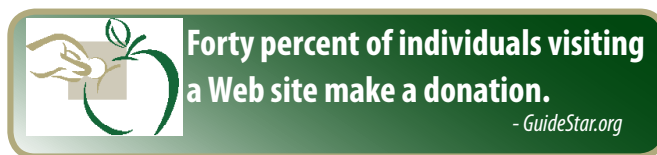


## TECHNICAL REQUIREMENTS

- ✓ Donors access Give2Schools through a link on the foundation's website, increasing visibility.
- ✓ The foundation does not need to make any investment in new technology.
- ✓ Avoid the hassle and cost of setting up a new merchant account.

## SET-UP

- ✓ Foundations can begin accepting online donations as quickly as the next business day after submitting a participation agreement.
- ✓ A complete shopping cart function is provided, allowing the foundation to make an unlimited number of donation categories and products available for on-line payment -- such as tickets to an event, memorial donations, teacher appreciation gifts,
- ✓ Customer service is provided by Give2Schools via a toll-free number.



## NOTIFICATION

- ✓ E-mail notifications sent to the foundation's designated representative when a donation is processed.
- ✓ Patrons receive e-mail notification confirming their donation and have access to their transaction history online.

## REPORTING FUNCTIONS

- ✓ Complete transaction reporting is available to the foundation.
- ✓ Real-time reports are available online at any time.
- ✓ Customizable reports by category, product, date range, and customer name.
- ✓ Report information is easily exported to a text file (csv), making it easy for the foundation to thank donors.

## DEPOSITS

- ✓ Deposits are made daily into the foundation's designated bank account.
- ✓ Complete breakdown of transaction totals for accounting purposes is available online 24/7.

## SECURITY

- ✓ Give2Schools ensures secure, safe transactions.
- ✓ Credit card and checking account information is not stored, and that information is not visible to Give2Schools or the foundation at any time.

**Ready to get started or need additional information?**

**Please contact Missy Johnson at [support@give2schools.org](mailto:support@give2schools.org) or 1-866-729-5353 option 2.**

Give2Schools is available to members of the National School Foundation Association (NSFA) and its state affiliate organizations. For NSFA membership information, please visit [www.schoolfoundations.org](http://www.schoolfoundations.org).

**GIVE2SCHOOLS ELECTRONIC PARTICIPANT AGREEMENT**

This AGREEMENT, dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is entered into by and between Local Government Service, Inc. (LGS), and \_\_\_\_\_ (the "Customer").

**IT IS AGREED:**

1. The customer certifies it is a member in good standing of the National School Foundation Association.
2. The Customer agrees to participate for a minimum initial period beginning \_\_\_\_\_, 20\_\_\_\_ and ending June 30, 2012, and renewing annually for three years unless terminated by either party by giving the other written termination notice 60 days prior to the renewal date. However, customer is not responsible for any minimum participation level by its patrons.
3. The Customer hereby appoints LGS as its contracting agent; provided, however, the Customer shall remain solely responsible for all payments, liabilities and administrative fees relating to its participation and use of electronic payment provided by LGS. Administrative fees shall not exceed 3.75% of gross transactions.
4. By signing below, the Customer recognizes that it is signing a written agreement for LGS to act as the Customer's agent for electronic payment. The Customer understands and agrees to be bound by and comply with all of the terms, conditions and obligations set forth by Wells Fargo Merchant Services including those set out in the Wells Fargo Merchant Services program guide.
5. Customer shall assume total responsibility for charge backs and checks refused for insufficient funds. Neither LGS, IASB, nor Wells Fargo Merchant Services shall be liable for any damages or for any loss, regardless of the legal theory under which such liability is asserted, and regardless of whether they have been advised of the possibility of such liability, loss, or damage for charge backs. However, Customer shall have no additional fee assessed for processing charge backs or for any fees for processing electronic checks returned for insufficient funds, though LGS reserves the right to charge a fee to users who make an ACH payment with insufficient funds.
6. Customer is solely responsible for the products and services purchased via Payschools.com. LGS makes no warranty as to the quality or safety of said products and services. Customer shall indemnify and hold harmless LGS for any liability, including attorney's fees, relating to any such cause of action brought by any user for any purchase made through the Customer's web site.

IN WITNESS WHEREOF, the Customer and LGS have each caused this Agreement to be executed by their duly authorized representatives.

**Local Government Services, Inc.**

**Customer**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RETURN TO:**

Local Government Services, Inc.  
Attn: Give2Schools  
6000 Grand Avenue  
Des Moines, IA 50312-1731

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip



Customer Support: 866-729-5353 ext. 2  
Fax: 515-243-4992  
Email: [support@give2schools.org](mailto:support@give2schools.org)

## CUSTOMER INFORMATION

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Website URL: \_\_\_\_\_

### ***Bank Information (for ACH deposits and ACH monthly fee withdrawal)***

Bank ABA Routing number \_\_\_\_\_

Account number \_\_\_\_\_

### ***Website User Information***

Give2Schools Global Administrator- Has access to all areas of the Give2Schools account.

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Give2Schools Business Administrator- Has access only to Sales Reports.

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Give2Schools Website/IT Administrator- Has access only to Manage Categories, Manage Products, and Webcode.

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Phone number \_\_\_\_\_

Customer Service Contact email \_\_\_\_\_