

Detroit Country Day School
Friends Raising Funds Event Policies

Thank you for considering hosting an event that benefits Detroit Country Day School!

Prior to Event Activity

Please fill out the Friends Raising Funds form on our website to obtain approval for your event. A member of our staff will contact you upon receiving your submission. DCDS reserves the right to request additional information before approving any event or activity.

Promotional

The DCDS brand is important to all of us. We take pride in it and work hard to ensure that the messaging connected to it is positive and consistent.

As a volunteer event host, you assume the responsibilities of adhering to our brand policies. You must obtain approval from the Advancement Office before reproducing any item with the DCDS brand.

Financial Liability

The event host is responsible for all event expenses. Event expenses will not be reimbursed by DCDS. DCDS cannot process any credit or debit card transactions for your event. If event expenses exceed event revenues, DCDS will not be liable to pay these expenses.

Gift Receipting

If you are not using event revenue to pay event expenses, you may elect to have your donor/participants make their checks payable directly to DCDS. Please send these checks to us for processing. In this case, DCDS will provide receipts for each check to the check issuer.

DCDS can only give tax receipts when checks are made out to the school.

Submitting Net Proceeds

To make a contribution to DCDS from your event proceeds, please make the check payable to:

Detroit Country Day School
22305 West Thirteen Mile Rd
Beverly Hills, MI 48025

A receipt will be provided to the check issuer.

For more information, please contact Tina Mangalick '06, Director of Philanthropy

tmangalick@dcds.edu or (248) 430 – 1064