



District Administration Office
 13930 NE 6th St, Alleman, IA 50007
515.984.3400

North Polk Community School District Procedure- Donations to Lunch Accounts

Honor the donor's request for a specific site using the district plan and apply at the site level.

Honor the donor's specific named family regardless of collection status.

If a donor's request is to help as many families as possible then use options 4, then 3, then 1 then 2

District Wide distribution

Option 1. An account with a payment plan:

- Pay up to \$100 or the balance of the payment plan.
- Selected by the date of the agreement.
- (If there is a donation during a payment plan period then it should go to them first.)

Option 2. Account over -\$100 (Not in Collections)

- Pay: up to \$100 account in the limit of \$100 per account.
- Selected alphabetically by last name on the account.

Option 3. Account over -\$99.99 to -\$50.00 (Not in Collections)

- Pay up to a \$100 limit of \$100.00 per account or account balance.
- Selected alphabetically by last name on the account.

Option 4. Account over -49.99 to -25.00 (Not in Collections)

- Pay up to \$49.99 account limit of \$49.99 per account or account balance.
- Selected alphabetically by last name on the account.

Option 5. Accounts in collections

- Pay up to a \$100.00 account limit of \$100 per account.
- Selected alphabetically by the last name on the account.

Donated funds will be retained in an account specifically for negative balance support.

Donations are to be distributed monthly based on donation availability.

A letter will be sent for signature to families to accept the donation within 7 days. Distributed donations not accepted will be placed back into the negative support account for future allocation.

When a donation is provided to an account, a note will be made in the account that funds are received from the negative fund donations.

This institution is an equal opportunity provider.