

TO: All SLSD Employees  
FR: Spencerville Ed. Foundation, Inc.  
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 and various mini teacher grants have been bestowed for 31 years and counting.

**The Board of Trustees approved \$10,850 for senior scholarships for the 2022-2023 school year. 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, there is a continued need for revenue. 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).**

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,  
Leland F. Hays, Treasurer  
Brian D. Woods, Superintendent

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

SPENCERVILLE EDUCATIONAL FOUNDATION, INC.

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

One-time payroll deduction of \$ \_\_\_\_\_

Payroll deduction of \$ \_\_\_\_\_ per pay.

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

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