



**Is your school foundation ready to experience the convenience and cost savings available through online donation transactions? If so, you are ready for the**

**give2schools program brought to you by the National School Foundation Association (NSFA) as a member benefit.**

### **What is give2schools?**

**Give2schools** is an online payment processing system that allows foundations to receive electronic payments by e-check or credit card right on their Web site. It is a browser-based application containing an Internet component that allows donors flexibility in giving to your foundation. Using this process reduces the time required for foundations to manually process donations.

### **How does it work?**

A foundation representative is designated as administrator and has access to set up the **give2schools** account. The administrator can set up an unlimited number of categories or gifts and specify costs.

Through the foundation's or school's Web site, donors can, at their convenience, access **give2schools** to instantly donate online. The foundation is notified immediately and funds are transferred into the foundation's or school's designated accounts.

Donors have the option to directly debit funds in their bank accounts (e-check) by entering their bank's ABA routing number and their personal bank account number. They can also donate with their VISA, MasterCard or Discover credit card. After making a donation, an e-mail receipt will immediately be sent to the donor confirming his or her transaction.

The **give2schools** system uses Secure Sockets Layer (SSL) software, passwords throughout the program, and to ensure donor privacy and security no bank or credit card information is stored.

### **Benefits for Donors**

- Makes it easy and convenient to donate 24 hours a day, 7 days a week.
- Eliminates lost checks.
- Makes it possible to view donating history online.
- Assures private and secured transmissions.

### **Advantages for Foundations**

- Saves significant labor costs over time through reduced manual processing time and fewer bounced checks, thanks to automated payment processing.
- Receives instant notification of donations.
- Enables customization of categories and/or products and the costs for each.
- Assures private and secured transmissions.
- Earns interest from funds deposited into your account with NSFA.
- Accepts credit cards for donations without incurring the costs of setting up merchant accounts or higher fees charged by competitive programs.
- Drives traffic to the foundation's Web site as donors give online.
- Enables access to a variety of online donation reports.

### **A Cost Effective Solution**

As a member of NSFA, there are no set up fees and no monthly minimums required. A flat percentage of donations made during the month will be assessed through the give2schools system.

### **To get started:**

Complete and return the enclosed application. If you have any questions regarding this program, please contact Give2Schools at 866-729-5353 or [info@payschools.com](mailto:info@payschools.com).

*Payment processing by NSFA in partnership with the Iowa Association of Schools Boards at 6000 Grand Ave., Des Moines, IA 50312..*

**Online donations are 20-25 percent higher!**

**Forty percent of individuals visiting a Web site make a donation according to Guidestar.org.**

**Your 24/7 Web site offers opportunities for spontaneous giving.**

## 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, 2010, 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 make 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

## GIVE2SCHOOLS CUSTOMER INFORMATION

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

Address \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website \_\_\_\_\_

### ***Bank Information***

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

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

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

Global Administrator- Has complete control over all aspects of the Payschools account.

Name \_\_\_\_\_

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

Business Administrator- Has access to the financial areas of the sight, but no access to master profiles.

Name \_\_\_\_\_

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

Technical Administrator- Has access to the webcode and technical areas of the site, but no access to financials or master profiles.

Name \_\_\_\_\_

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

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