

## How to donate online:

1. Go to <https://richmondsd38.schoolcashonline.com/Fee/Details/27280/125/false/true>

The screenshot shows the SchoolCashOnline interface. At the top, there is a blue header with the SchoolCashOnline logo and a 'SIGN IN' button. Below the header, the Richmond School District No. 38 logo is displayed. A light green banner contains the text: 'Great news! Your district is now offering credit cards as a method of payment.' Below this, a breadcrumb trail reads 'Home > Items > Items'. The main content area is titled 'Give To School District No. 38 (Richmond)'. It contains several paragraphs of text regarding the Board's intent, distribution of funds, and tax purposes. Below the text, there are two sections: 'Gift Information' and 'Tribute Information'. The 'Gift Information' section includes radio buttons for donation amounts (\$20, \$50, \$100, \$250, \$500, \$1000) and an 'Other Amount' input field. Below this is a 'Fund Destination' dropdown menu with the text 'Select a Fund Destination'.

2. Sign in and select **Make a Donation**.
3. Choose from a list of donation amounts, or enter a specific amount.
4. Choose “Fund Destination”, **Thompson Elementary**.
5. Specify if the donation is made “in honor of” / “in memory of” an individual and input the full name of the honoree.
6. In the “**Message**” field, further instructions can be entered on what the donation is earmarked for (e.g. **general funds, new playground**).
7. Click on “Add To Cart”.
8. Review the information for accuracy and click on “Continue”.
9. Select payment option.
10. After the payment has been processed a donation receipt will appear on screen for printing. The donor will also receive an emailed copy.