

Directive to Administrators (Specify which administrators)	WAD (Wednesday) Publication Date	WAD Notice Number	No. of Pages
All Administrators	May 13, 2009		1 of 3
WAD Title (Limit to 4-6 Words)		Date Due (if applicable)	Not Applicable After
The Affinity Grant Program and Automatic Payroll Deduction		N/A	N/A
From	Title	Signature	Telephone
Meyla Ruwin/Marlena Peña (Cabinet member or approved by one below)	Director, School Health Programs Department/Payroll		242-2615
Inform <input checked="" type="checkbox"/> Certified Staff <input checked="" type="checkbox"/> Classified Staff <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> Post on Bulletin Board Other _____			

Administrative Directive

Affinity Grant Program

WHAT: The Affinity Grant Program provides opportunities for SFUSD's low income students to participate in enrichment programs that support and encourage their interests and talents. SFUSD staff is eligible to apply for grants of up to **\$500.00 for low income students**. Lessons or classes in art, dance, creative writing, drama, martial arts, sport teams, or an individual writing or reading "coach," are examples of grants that have been funded.



WHY: The Affinity Grant Program strives to improve access to students to pursue their interests despite economic limitations.

WHO: All SFUSD employees are encouraged to donate to the Affinity Grant Program so more students can receive funding. **A minimal monthly paycheck deduction can make a difference.**



HOW: For your convenience, an automatic payroll deduction authorization form is attached or can be downloaded from the Payroll Department website. Please complete and mail to: Payroll Department, 135 Van Ness, Room 324, SF, CA 94102. A check payable to **Philanthropic Ventures Foundation** can also be sent to SHPD, who will forward the donations to the foundation.



WHERE: If you want to learn more about the Affinity Grant Program please visit www.affinitygrant.com. If you have questions, please contact Philanthropic Ventures Foundation at 510-645-1890.

<i>Approved</i>	Cabinet Member	Title	Signature
	Trish Bascom	Associate Superintendent, Student Support Services	



San Francisco Unified School District • 555 Franklin Street • San Francisco, California 94102-5299

Carlos A. García

Superintendent of Schools

415-241-6121 • Fax 415-241-6012 • CarlosGarcia@sfusd.edu

March 9, 2009

Dear Colleague:

I want to make you aware of a program that enables you to contribute to expanding opportunities for low income students in the San Francisco Unified School District. In January 2008, seed money was donated to the Philanthropic Ventures Foundation for the creation of the Affinity Grant Program, a tax deductible fund that awards grants to SFUSD students for enrichment purposes.

Administrators, teachers, support staff, and classified staff are all eligible to apply for grants up to \$500.00 per student to enable participation in extracurricular lessons or activities that support or encourage a student's interest and talents. Art lessons, martial arts classes, skateboard clubs, gymnastic classes and reading "coaches" are examples of activities that have been funded since the program's inception.

The program's originators recognized the disparity in opportunities available to low income students to participate in extracurricular activities. They believe that children and youth that display an "affinity" to something should be able to develop these interests and talents despite economic limitations.

I believe that the Affinity Grant Program is totally aligned with the mission and goals of SFUSD's strategic plan adopted in 2008, and I support the expansion of this program. You will have the choice to contribute by choosing an automatic payroll deduction.

While I am aware that many of you have been affected by the economic crisis in our nation, your contribution of as little as one dollar per pay period can collectively make a difference.

I hope you consider supporting this worthwhile program that was developed solely for SFUSD students. It is another opportunity for all of us to go "Beyond the Talk". If you want to learn more about the Affinity Grant Program and how to apply for a grant, visit the web site at www.affinitygrant.com.

Please use the Payroll Deduction Authorization form for your donation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carlos A. Garcia', written over a light blue circular stamp.

Carlos A. Garcia
Superintendent

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Payroll Operations Department

Payroll Deduction Authorization/Cancellation Form

If no response after two pay periods, call Payroll Office. Do not resubmit.

NEW AUTHORIZATION **CHANGE AUTHORIZATION** **CANCELLATION**

EFFECTIVE DATE	PAY FREQUENCY <input type="checkbox"/> MONTHLY <input type="checkbox"/> BIWEEKLY	ID NUMBER (See Paystub)
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Employee Name (Please Print)		
LAST	FIRST	MI

WORK LOCATION: _____ LOCATION #: _____

\$

_____ Philanthropic Ventures Foundation/Affinity Grant _____

DEDUCTION AMOUNT

ORGANIZATION NAME

NEW AUTHORIZATION

CHANGE AUTHORIZATION

I hereby authorize the San Francisco Unified School District to withhold from each of my paychecks the deduction amount stated above and to transmit said sum to the organization named above.

I consent to the adjustment of such deduction (1) to conform to future pay period change or (2) reflect any change in union dues of which the San Francisco Unified School District may be advised by the organization. This authorization shall be in full force and effect until revoked by the undersigned or by the organization.

Any discrepancies in my voluntary deductions as reported on my pay stub must be reported by me in writing to San Francisco Unified School District, 135 Van Ness Avenue, Room 324.

Signature of Employee

Today's Date

CANCELLATION

Please cancel my payroll deduction as soon as possible to the organization named above.

Signature of Employee

Today's Date

AUTHORIZED ORGANIZATIONAL REPRESENTATIVE SECTION

Signature of Representative

Date

Phone