

POPS Guidelines for Targeted Donations

- POPS will accept a targeted donation of a minimum amount of \$1,000
- Donated funds are to be spent by the end of the fiscal year (June 30th) in which the donation was given.
- Donations must be directed toward a specific item(s) or experience(s) and be for the benefit of the performing arts students.
- Donated funds for the personal benefit of faculty or staff will not be accepted.
- Donated funds for a “petty cash” account for a faculty or staff will not be accepted.
- Though the faculty recipient will be notified that an anonymous donation was made to their department, the identity of the donor will not be disclosed.
- Once a donation is made the faculty or PA Director must fill out a *Wellesley POPS Grant Application Form* (found on the POPS website) and submit to POPS.

**Written and agreed upon by the POPS Executive Board 3/24/20