

Bonneville Education Foundation (BEF)
Frequently Asked Questions (FAQ)

1. Golden Tickets

- a. I have received a golden ticket for my school, teacher, or organization within my school.
1. Congratulations! This means that a donation has been brought into the foundation or made online to benefit your school, teacher, or organization. The golden ticket is means for you to know that the donation money has been credited to your BEF account.
 - a. The golden ticket will list the account number the BEF has set up for your and will list the total amount of the donation you received.
 2. When you have decided on a need for the money in your BEF account, you will need to complete an electronic Fund Release Request to request the money. The link to the online form is: <https://lff.d93.k12.id.us/Forms/FundRelease>
- See Information under Requesting Fund from your BEF Account -

2. Requesting Funds from your BEF Account

- a. You will need to complete an electronic Fund Release Request to formally request funds from your BEF account. The link to the online form is: <https://lff.d93.k12.id.us/Forms/FundRelease>
1. Please include the account number and BEF account name on the electronic funds release form. This information can be found on your Golden Ticket
- b. Once the electronic funds release request has been submitted, it will go to the Board Clerk to verify the account number, account balance, and add the fund release request to the next BEF meeting agenda.
1. If there is missing information, the BEF clerk will contact the school, teacher, or advisor for additional information.
- c. Once the Board Clerk has verified the information, the request will also go to your building principal for review and approval for the fund release request.
- d. Once these steps have been completed, and the BEF has approved the fund release request, a check will be sent to the school along with a Green Ticket. *- See information under Green Tickets -*

3. Green Tickets

a. I have received a check and green tickets for my school, teacher, or organization within my school.

1. Congratulations! This means that the funds release request has been approved by the BEF Board.
2. The check has been made out to the school, and will need to be deposited into the schools account.
3. The Green Ticket will need to be giving to the teacher or club advisor. This lets them know that their funds release request has been approved. They are then directed to get together with the building principal or secretary to coordinate receipt of the funds. This can be done a couple of different ways such as utilizing the school credit card or utilizing a school check for the purchase.

If you have any questions or concerns, please feel free to contact the BEF Clerk of the Board, Wes Jones. He will be happy to assist you. He's phone number is 208-557-6897 or email at jonesw@d93.k12.id.us