

# ***District Funding Guide for Books***

**Note:** The following guide is addressed mainly to districts in the state of California since funding works differently for different states. That being said, many tips suggested in this guide are applicable to other states as well!

[bit.ly/DONDistrictFunding](https://bit.ly/DONDistrictFunding)

## ***How does funding work at District levels?***

### ***General Information Regarding Funding***

Funding for school districts in California is mainly from personal income taxes, and schools in California usually focus on raising local revenue through fundraising and other small funding initiatives. There are different propositions in place, including Proposition 13, that make it difficult to raise taxes so that there can be more funding towards schools, so unfortunately there is a gap between the supplies wanted for education and the money available. Starting in 2013, the **Local Control Funding Formula (LCFF)** was implemented in California, and it is one of the main ways of determining how much funding per student a school district receives.

**So what exactly is the Local Control Funding Formula (LCFF)?**  
(more info on [Cal Budget Center](#))

LCFF gives school districts the autonomy to decide what to spend state funding on and tries to focus on ensuring equity by giving extra funding for high-need students.

From the state, school districts receive uniform base grants per student with varying amounts based on grade level. On top of this amount, supplemental grants of about 20% of the base grant is available for students who are English learners, economically disadvantaged, or foster youth. For school districts that have over 55% of students fitting in those categories, they receive a concentration grant of about 50% of the base grant per student.

One of the requirements of LCFF is having a Local Control and Accountability Plan (LCAP), where school districts must set goals on each of the eight state priorities, which includes topics like school climate and student achievement. The school district's LCAP must align with their budget, and so they must be specific with each of their spending habits to make sure it forwards them towards their goals for students. The LCAP is done annually and is able to be amended throughout the year. School

districts also have the flexibility of being able to create their own goals that revolve around local interests, and racial justice can be one of them!

So all in all, there are specific rules that the state has put in place to make sure that school districts are staying accountable with the money they receive, but most of the decisions lie on school districts for allocation. You can play a part in shifting the way the school district spends money, to make more room for BIPOC texts!

## ***How to Reach Out to Your School Board to Request Funding for BIPOC texts***

You can propose how the books should be funded when you meet with school board members, so make sure to come in beforehand with knowledge of the school district's budget and other material.

For example, before coming in you should:

- ☐ Look at your school's budget for books \*
- ☐ Make a budget proposal for what books and how many the schools need to buy \*
- ☐ Bring a written statement about the initiative just to attach to the budget proposal

\* more on how to do this in the [Q&A](#)

When you have all of your items together, you're ready for the funding conversation with the school board member(s)! There are many ways that you can go about this, and it all depends on what you see fitting.

One way is that once you finish explaining the importance of the #DiversifyOurNarrative and have said everything else that you wanted, you can speak on the budget! You can first acknowledge the school's budget and how it may not be that much, but then propose your workaround. Explain the specifics of the budget proposal (what books you recommend buying, how many, and for how much) and what funds the school district receives that could possibly go towards it. While you're doing this, make sure to continue to emphasize how this is a worthwhile investment and that it won't take a large toll on funding. Once you pitch it to them, make sure to be prepared for questions if they have any! If they seem hesitant on spending the money but like the idea, try and find a way where you can negotiate it to work out or ask to follow up at another meeting. At the end, make sure to leave the budget proposal and any other material, as well as your contact information. Then you're done for now, and make sure to follow up at another time if they don't get back to you!

## Q&A

### *How can I find out how much my school district is allocating to books?*

A quick Google search should be enough to find some data on how much funding your school district is receiving. Search up “ [school district name] budget”, “[school district name] funding allocation”, or other similar terms until you find it!

For example, here’s what it looks like when I search up my school district’s budget:

## Business Reports

### Current Budget

- 📄 [Supplemental and Concentration WS](#)
- 📄 [2020-21 Annual Budget Book](#)
- 📄 [Resolution 3652 for the Education Protection Account \(EPA\) for 2020-21](#)
- 📄 [Board Cover Resolution 3652 for the Education Protection Account \(EPA\) for 2...](#)

### Budget Archives

2019-2020

- 📄 [2019-20 Elementary Staffing Allocation final](#)
- 📄 [2019-20 Middle School Staffing Allocation final](#)
- 📄 [2019-20 High School Staffing Allocation final](#)
- 📄 [2019-20 Annual Budget](#)
- 📄 [2019-20 First Interim Budget](#)
- 📄 [2019-2020 Second Interim Budget](#)
- 📄 [Education Protection Account \(EPA\) for 2019-20](#)

Once you find the budget or allocation document that the school district has, find where it discusses books (can command+f on Mac to do this a little quicker)

| TOTAL GENERAL FUND                     |                   |                           |               |                |                         |               |                |                           |               |                 |
|----------------------------------------|-------------------|---------------------------|---------------|----------------|-------------------------|---------------|----------------|---------------------------|---------------|-----------------|
| DESCRIPTION                            | Object Code Range | Estimated Actuals 2019-20 |               |                | Proposed Budget 2020-21 |               |                | Budget Projection 2021-22 |               |                 |
|                                        |                   | Unrestricted              | Restricted    | Total          | Unrestricted            | Restricted    | Total          | Unrestricted              | Restricted    | Total           |
| <b>A. REVENUES:</b>                    |                   |                           |               |                |                         |               |                |                           |               |                 |
| 1) LCFF / Local Taxes                  | 8000-8099         | \$ 102,436,200            | \$ 646,609    | \$ 103,082,809 | \$ 92,919,080           | \$ 646,609    | \$ 93,565,689  | \$ 89,130,408             | \$ 646,609    | \$ 89,777,017   |
| 2) Federal Revenue                     | 8100-8299         | \$ -                      | \$ 6,452,666  | \$ 6,452,666   | \$ -                    | \$ 6,881,400  | \$ 6,881,400   | \$ -                      | \$ 6,881,400  | \$ 6,881,400    |
| 3) Other State Revenue                 | 8300-8599         | \$ 3,030,319              | \$ 12,352,614 | \$ 15,382,933  | \$ 2,970,346            | \$ 12,257,220 | \$ 15,227,566  | \$ 2,970,346              | \$ 12,184,762 | \$ 15,155,108   |
| 4) Other Local Revenue                 | 8600-8799         | \$ 4,341,632              | \$ 5,225,415  | \$ 9,567,047   | \$ 4,187,463            | \$ 4,163,456  | \$ 8,350,919   | \$ 4,187,463              | \$ 4,267,099  | \$ 8,454,562    |
| 5) TOTAL REVENUES                      |                   | \$ 109,808,151            | \$ 24,677,304 | \$ 134,485,455 | \$ 100,076,889          | \$ 23,948,685 | \$ 124,025,574 | \$ 96,288,217             | \$ 23,979,870 | \$ 120,268,087  |
| <b>B. EXPENDITURES:</b>                |                   |                           |               |                |                         |               |                |                           |               |                 |
| 1) Certificated Wages                  | 1000-1999         | \$ 46,884,165             | \$ 9,286,512  | \$ 56,170,677  | \$ 43,671,610           | \$ 8,900,896  | \$ 52,572,506  | \$ 43,507,152             | \$ 9,061,941  | \$ 52,569,092   |
| 2) Classified Wages                    | 2000-2999         | \$ 14,901,968             | \$ 6,674,399  | \$ 21,576,367  | \$ 15,152,727           | \$ 7,414,069  | \$ 22,566,796  | \$ 15,424,613             | \$ 7,586,379  | \$ 23,010,992   |
| 3) Employee Benefits                   | 3000-3999         | \$ 20,685,897             | \$ 15,444,394 | \$ 36,130,291  | \$ 19,355,200           | \$ 15,729,393 | \$ 35,084,593  | \$ 20,799,535             | \$ 16,164,467 | \$ 36,964,002   |
| 4) Books & Supplies                    | 4000-4999         | \$ 3,409,700              | \$ 4,837,249  | \$ 8,246,949   | \$ 3,037,456            | \$ 3,901,498  | \$ 6,938,954   | \$ 3,037,456              | \$ 3,901,498  | \$ 6,938,954    |
| 5) Services & Other Operating Expenses | 5000-5999         | \$ 12,178,380             | \$ 7,869,292  | \$ 20,047,672  | \$ 11,061,665           | \$ 6,910,523  | \$ 17,972,188  | \$ 11,061,665             | \$ 5,310,283  | \$ 16,371,948   |
| 6) Capital Outlay                      | 6000-6999         | \$ 68,830                 | \$ 198,318    | \$ 267,148     | \$ 66,752               | \$ 5,000      | \$ 71,752      | \$ 66,752                 | \$ 5,000      | \$ 71,752       |
| 7) Other Outgo                         | 7100-7299         | \$ 2,364,260              | \$ -          | \$ 2,364,260   | \$ 2,364,260            | \$ -          | \$ 2,364,260   | \$ 2,364,260              | \$ -          | \$ 2,364,260    |
| 8) Indirect Cost                       | 7300-7399         | \$ (1,755,358)            | \$ 1,477,737  | \$ (277,621)   | \$ (1,673,141)          | \$ 1,403,618  | \$ (269,523)   | \$ (2,837,224)            | \$ 2,567,701  | \$ (269,523)    |
| 9) Expenditure Reductions              |                   |                           |               |                | \$ (9,250,000)          |               | \$ (9,250,000) | \$ (17,350,000)           |               | \$ (17,350,000) |
| 10) TOTAL EXPENDITURES                 |                   | \$ 98,737,842             | \$ 45,787,901 | \$ 144,525,743 | \$ 83,786,529           | \$ 44,264,997 | \$ 128,051,526 | \$ 76,074,209             | \$ 44,597,268 | \$ 120,671,477  |

You can see under expenditures on the fourth line, it shows “books & supplies”! This is one of about 40 places where “books” was mentioned on this specific document, so on your specific school district’s budget document, make sure to look over all the areas where “books” is mentioned and get an understanding of their expenditures, grants, and how much money you can work with! For example, down below, you can see a more in-depth version of the General Fund - Unrestricted (which means the fund doesn’t have any restrictions and can be allocated towards anything) for Books and Supplies:

| Description                                     | Resource Codes | Object Codes | Original Budget (A) | Board Approved Operating Budget (B) | Actuals To Date (C) | Projected Year Totals (D) | Difference (Col B & D) (E) | % Diff (E/B) (F) |
|-------------------------------------------------|----------------|--------------|---------------------|-------------------------------------|---------------------|---------------------------|----------------------------|------------------|
| <b>BOOKS AND SUPPLIES</b>                       |                |              |                     |                                     |                     |                           |                            |                  |
| Approved Textbooks and Core Curricula Materials |                | 4100         | 220,172.00          | 220,172.00                          | 90,249.38           | 102,647.00                | 117,525.00                 | 53.4%            |
| Books and Other Reference Materials             |                | 4200         | 274,853.00          | 274,853.00                          | 101,179.93          | 336,811.00                | (61,958.00)                | -22.5%           |
| Materials and Supplies                          |                | 4300         | 1,654,631.00        | 1,654,631.00                        | 314,049.02          | 3,006,411.00              | (1,351,780.00)             | -81.7%           |
| Noncapitalized Equipment                        |                | 4400         | 233,916.00          | 233,916.00                          | 89,857.26           | 576,092.00                | (342,176.00)               | -146.3%          |
| Food                                            |                | 4700         | 0.00                | 0.00                                | 0.00                | 0.00                      | 0.00                       | 0.0%             |
| TOTAL, BOOKS AND SUPPLIES                       |                |              | 2,383,572.00        | 2,383,572.00                        | 595,335.59          | 4,021,961.00              | (1,638,389.00)             | -68.7%           |

Continue to look through the document until you see all the information you need regarding funding for books!

***Our school district is saying they can't afford to buy new books.***  
***What can we do?***

For many school districts that are underfunded, this is definitely a valid statement that will come up. There are many options of how you can deal with this.

- 1) After looking through your school district’s budget for books, try to look through the rest of the document and see if there are funds being allocated to something else that

could be better spent on books. Is there a program or something else that you know isn't very successful that is getting a lot of money? Is there a ton of food being provided at weekly meetings for the PTA that can go towards educating students? If you can come up with a valid argument of the importance of BIPOC books and how it will positively affect the local community, and describe how the costs would be offset when taking away funding from something else of less significance, you are giving the school board less of a reason to say "no."

- 2) When your school board hears that they might have to spend money on books, they may be worrying that it is going to be extremely expensive. In some cases, it actually may not be! By making a proposal of what books and how many the schools will need to buy, you will be providing them with a solid number that they can base their decision off of rather than a number that they would be guessing in their minds that may seem much more overwhelming than it actually is. If they think that amount is too high when you give them approximate costs, think of whether you can buy the books from somewhere cheaper, whether a teacher can have one class set of books for multiple classes to save money, or any other alternatives to lower costs.
- 3) If the school district really can't afford to buy new books, crowdfunding and fundraising is the way to go! You can create a GoFundMe or Venmo account for this, and rally over social media to receive donations. By promoting it in community/parent Facebook groups, mass-sending it to different people and group chats, and doing other work, you should be able to raise the money in no time.

### ***Is there any documentation that I should be using?***

There are two great things to give to the school board when asking for funding. Have a document summarizing the importance of this initiative of incorporating BIPOC texts, as well as a budget sheet. A sample budget has been provided below, but individuals can make any type of budget sheet (looking up examples online or creating their own) that they think would best convey their idea to the school board. Make it as simple or as complex as you see fitting! On this sample budget sheet, know that the funding needed varies based on how many books you want, where you end up buying the books (some vendors sell books much cheaper than others), as well as other factors like sales tax.

If you choose to, on your budget proposal you can also state a grant and how much your school district would use from it to go towards this proposal. For example, if your school allocates specific funds towards books, you could write it like this:

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## **Sample Budget Proposal**

### **EXPENDITURES**

|                                                                                                |                  |
|------------------------------------------------------------------------------------------------|------------------|
| <i>Just Mercy: A Story of Justice and Redemption</i> by Bryan Stevenson<br>100 books @ \$ 7.88 | \$788            |
| <i>Ceremony</i> by Leslie Marmon Silko<br>100 books @ \$11.99                                  | \$1199           |
| Tax (for all items)                                                                            | \$193.73         |
| Total Funding Necessary                                                                        | <hr/> \$2,180.73 |
| <b><u>POTENTIAL FUNDS TO ALLOCATE FROM</u></b>                                                 |                  |
| "RandomName" Fund                                                                              | \$1,500          |
| "AnotherRandomName" Fund                                                                       | \$680.73         |
| Total Potential Funds Used                                                                     | <hr/> \$2,180.73 |
| <i>Total Funding Necessary - Potential Funds to Allocate From</i>                              | <hr/> \$0        |

Keep in mind, you definitely don't need to do anything other than put the expenditures down! The rest is something that can be figured out afterwards or proposed if deemed necessary.

## Resources for Grants

### Book Grants to Check Out!

- ☐ [Snapdragon Book Foundation Grant](#)
- ☐ [Georgia-Pacific Foundation Education Grants](#)
- ☐ If you are an organizer and attending college, see if your college has any grants you can utilize!
- ☐ Look out for local grants that your city/county/surrounding area may have

### You can also look into these links for more funding resources:

- ☐ Junior Library Guild Grant List: <https://www.juniorlibraryguild.com/grants/>
- ☐ California Department of Education Funding: <https://www.cde.ca.gov/fg/fo/>
- ☐ US Department of Education Grants: <https://www2.ed.gov/fund/grants-apply.html>

## Extra Tips!

- ❑ If you're confused about the process, reach out to your school board to inquire about funding! They should be able to provide you with specific information on how they allocate funding and answer any questions you may have. If they aren't able to, reach out to the state education department or reach out to us to see how we can help!
- ❑ Don't worry too much if the school says they can't afford books, even when you have tried your hardest to find a way. Crowdfunding and fundraising in general is definitely a huge help! By making sure to spread awareness through social media and other methods, it can be an easy solution to buying the books you want.

## Fundraising Ideas!

### ➤ Restaurant Fundraisers

- What is a restaurant fundraiser?
  - A participating restaurant partner will donate back a set percentage of the sales they make from customers who come in on a certain day/time to support your event.
- How do we pick a restaurant?
  - Do some research to find a restaurant that is conveniently located, allows for delivery, and donates a good percentage.
- How do we create the event?
  - Call the manager of the restaurant or send an email expressing your interest in doing a fundraiser with them. Explain DON's mission and find a date + time that you can both agree on. Make sure to ask about restaurant policies and any other pertinent info. Make sure you leave enough time before your event date to spread the word.
- How do we raise awareness and increase profit?
  - Because of the way restaurant fundraisers work, the more people who come into the restaurant for your cause, the more money you earn. Spread the word in every way you can to raise the greatest possible amount of money. Use social media and have everyone reshare the event. Make posters and hand them out / hang them up. Ask your school parent teacher organization to spread the word. See if your principle would be willing to promote the event.

- Where can we go to find more information?
  - Here are some links to check out!
    - <https://www.groupraise.com/>
    - <https://www.ptotoday.com/pto-today-articles/article/8372-how-to-hold-a-successful-restaurant-fundraiser>
    - <https://www.fundraisingip.com/fundraising/restaurant-fundraiser/>

➤ **Parent teacher student organizations + student councils**

- Why reach out?
  - Parent groups and student councils have oftentimes done a ton of fundraising throughout the year and in years past. By working with them you can easily find out what has worked in the past and apply it to DON's initiative. If your school's student council/parent group agrees with DON's mission it is an easy way to join forces for a common good.
- How do we contact them?
  - The easiest way to get in contact with parent/student groups is through a common member. Is anyone in your chapter a student council member? Do any of your parents participate in parent teacher activities? Do you know anyone who could connect you? If you answered no to all of these questions you can always reach out through social media platforms and email. If you are unsure of how to get in contact with a group check with your counselor or principal.
- What do we ask for?
  - If the parents and students in your district are supportive of DON's initiative you can ask to do a joint fundraising event in which you would work together to raise money for books. However if they are skeptical or can not directly participate ask what's worked for them in the past and host the fundraiser through your chapter.
- What about schools that our organizers don't attend?
  - It can be hard to fundraise at a school level in school that none of your members attend. It's still worth a shot to reach out to the parent teacher association and student council to see if they would be willing to help out. Try to reach out to students from these schools through social media and see if they're willing to join the campaign. The best thing you can do in this situation is spread the word about your fundraiser as far as possible! Try to



get as many people in your district involved as possible, even if the fundraiser isn't directly through their school.

➤ **Reach out to local organizations**

- Who should we reach out to?
  - Try reaching out to local advocacy groups such as a regional NAACP chapter and other organizations that work towards equity and education. You can also try reaching out to local libraries and bookstores. Reach out to anyone and everyone you can think of because it's always worth shot even if they aren't able to help.
- What should we ask for?
  - After introducing DON's initiative, work with the organization to see if they would be able to give books or money. If they can't give directly, ask if they would be willing to promote DON and your chapter through fliers or emails spreading the word.

➤ **Bingo Board**

- What is it?
  - Make a 5x5 bingo board with different ways/amounts to give and post it on your story, whenever someone fills the spot tag them on the board. You can make the board on canva or easil. Make sure to include a Venmo handle. Here are some examples:
    - <https://takeabreakfromcancer.org/venmo/>
    - <http://www.minnesotadm.org/fundraising-tips.html>
- How much should we ask for?
  - Knowing your audience is key. You may want to make multiple boards or just make sure to have an array of amounts to choose from. If you're advertising through Instagram, your audience is most likely high-schoolers who are unlikely to give large sums of money (but keep that option open just in case). While over facebook/nextdoor/Parent teacher associations, you are more likely to receive larger donations. You can also give the option to donate/purchase books directly rather than giving money.
- What are some incentives for giving?
  - You can always offer a shout out as an incentive but you can take it a step further as well. Maybe create a raffle for everyone who gives, and give away an item at the end of the fundraising. Make

sure everyone understands that the money is for a good cause and what that cause is. Keep people updated with what happens with their money. Make sure that any incentive you are offering is not expensive/using the money you made fundraising.