



HARRISONBURG-ROCKINGHAM

## Education Improvement Scholarships Tax Credit Program (EISTCP)

### Steps to participate:

- Submit a preauthorization request to The Community Foundation of Harrisonburg & Rockingham County (TCFHR) by contacting Ann Siciliano, Senior Director of Scholarships & Grants, [ann@tcfhr.org](mailto:ann@tcfhr.org).
- Once Ann obtains approval for a donor, a Preauthorization Notice and School Group Preference form will be forwarded to the donor for completion. Those completed forms must be submitted to TCFHR at the time of the gift.
- Gifts must not be made prior to obtaining approval from VDOE through TCFHR.
- The Virginia Department of Education (VDOE) will not accept checks with the name of a particular school listed. However, a note of that effect may be made on the School Group Preference form.
- Gifts must be made to TCFHR within 180 days of the date listed on the Preauthorization Notice form.
- A donor will receive a tax receipt for the gift within two weeks of receipt.
- A donor will receive a Certificate of Tax Credit within one month of receipt of the gift.
- Mailing address for TCFHR:

The Community Foundation of Harrisonburg & Rockingham County  
P O Box 1068  
Harrisonburg, VA 22802

- Checks are to be made payable to: The Community Foundation of HR
- Email Revlan Hill, [revlan@tcfhr.org](mailto:revlan@tcfhr.org) for information on making a gift of securities
- The Community Foundation of HR office phone: 540-432-3863