



Donations with Parks and Recreation

Parks & Recreation Board | January 15, 2026

Requested By Parks and Recreation Board

Donations with Parks and Recreation

Mission

The Events Division is committed to offering convenient, on-site donation opportunities at all community events to help support the Youth Scholarship Program by making giving easy for attendees and staff.





Donations with Parks and Recreation

Donation Process

- 1** Donation process within existing software.
- 2** On-Site Donation Process.
- 3** Report Generation.

Donations with Parks and Recreation

Donation Process within Existing Software

ActiveNet

The Events Team connected with our ActiveNet Account Representative to support the setup of our donation system.

Donation Buttons

Donation buttons for our offerings were implemented and optimized to enhance visibility on the POS landing page.



On-Site Donation Process



First Step

The Events Team will provide a laptop with a charger, Mifi, and card reader for the donation area and ensuring that all systems are fully operational.



Second Step

Select the POS \$ icon at the top then click on the "Donation Button" that correlates with the attendee's donation preference. *EX: RC Youth Scholarship Fund Donation*

Enter the amount into the box labeled "Charges". Click "OK" button. The donation amount then gets added to the dashboard.



Third Step

The system will then prompt the donor to pay for their donation.












Fourth Step

Click "Tender" to charge the card. The card will process then prompt for a "Receipt" via email.



ActiveNet POS Transaction



 Customers
  Front Desk
  POS
  Communication
  Reports
  Pass Validation
  Administration
  Rentals

Receipt #1 ×
 +

Point of Sale

Drop-In Customer

UPC / Name Search

Qty Desc Price

Sponsorships Menu

Events - Bloomin' Bluegrass Tickets-Concessions

Events - Bloomin' Bluegrass Arts & Craft

Events - Christmas Booth Fees

Events - Christmas Concessions

Product Search

Delete Last

Refund Item

Void Receipt

Events - Family Night in the Park Revenue

Events - BBG T-shirt commissions

Events - Bloomin' Bluegrass Returns

Events - Denton Drive Live Conc-Merch

Events - Independence Day Gate Revenue

Events - Christmas Glow Toys

Events - Independence Concessions

Events - Vintage Base Ball

Over / Short

HIP Merch Glow Toys

T-Shirt

Non-Profit Proceeds

Backspace

Joya Concessions

Events - Glow Toys

Events - Farmers Branch Market Concessions

Historical Park Donation

HP - Rental Concessions

7

4

1

0

Gateway to Globe/Market

Events - Viva Concessions

Events - Equipment Refund

SR Senior Center Donation

8

5

2

.

Miscellaneous Revenue-PK67

Events - Gateway Concessions

RC Youth Scholarship Fund Donation

PARD - Parks Donations

9

6

3

00

Customer Search

Alternate Receipt

Payment From Account

Payment Cash

Payment Charge

Payment Check

Tender

POS receipt language

English ▼

Return to Menu

ActiveNet Transaction Process

Drop-In Customer

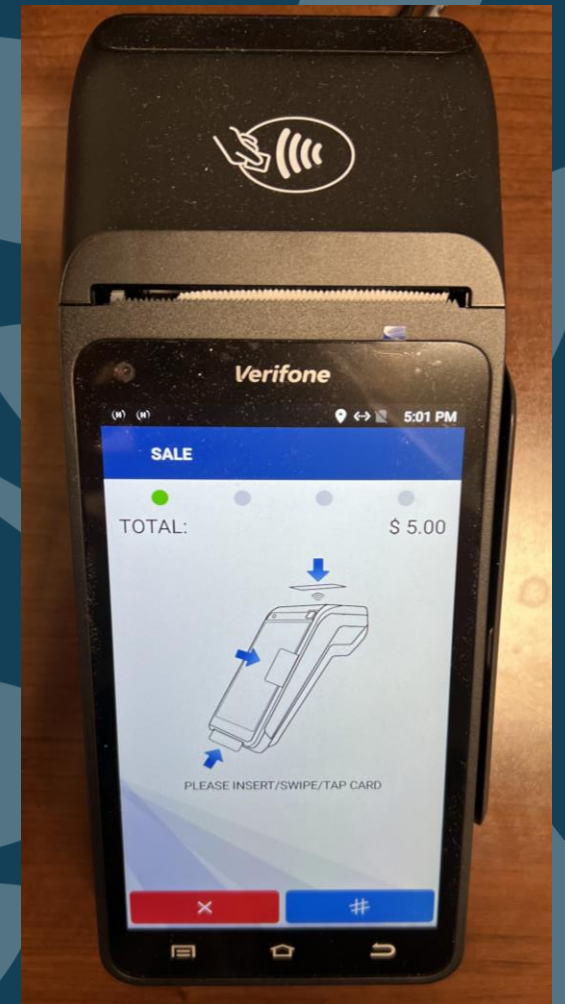
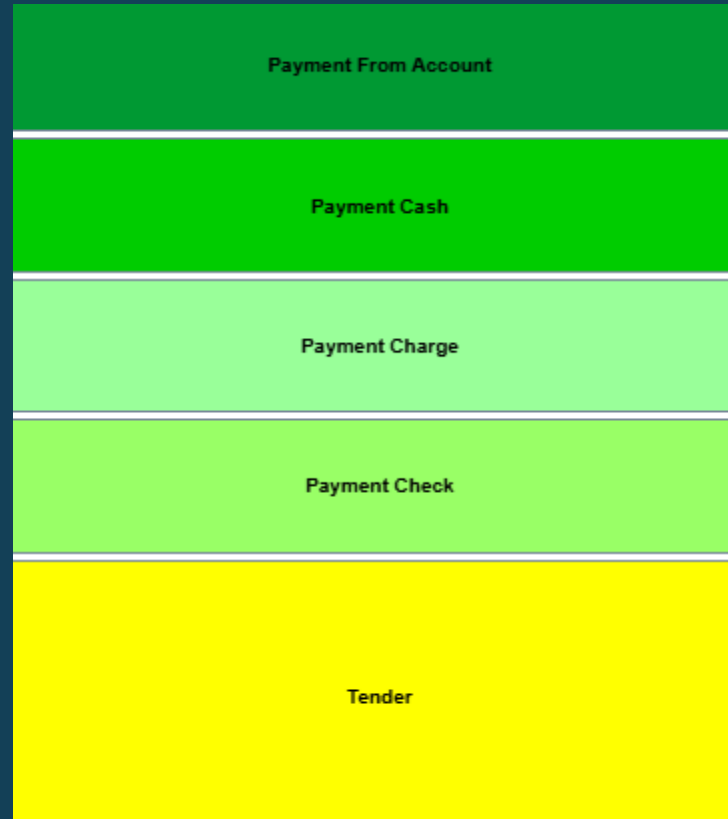
UPC / Name Search

Qty	Desc	Price
1	RC Youth Scholarship Fund Donation	5.00

Charges

POS receipt language ▼

[Return to Menu](#)



ActiveNet Donation Receipt

Special Event

13000 William Dodson Pkwy
Farmers Branch, TX 75234
Phone: (972) 919-2620
FAX: --
Email: --


Print

Send Email

New Receipt

Receipt #1000433.010
Jan 6, 2026 4:27 PM

DROP-IN CUSTOMER
13000 WILLIAM DODSON PKWY
FARMERS BRANCH, TX 75234



FARMERS
BRANCH

Prepared By: 4412
Customer ID: 1
Home phone: (972) 919-4000, Work phone: (972) 919-4000

▼ Payment Summary

Check:	\$0.00	Cash:	\$0.00
Credit Card:	\$1.00 MasterCard xxx0051, Auth# 172573	Memo:	\$0.00
ECP:	\$0.00	Account:	\$0.00
Gift Certificate:	\$0.00	Financial Aid:	\$0.00
ACH Payment:	\$0	Bank Draft:	\$0
Merchant Processing:	\$0		
Total Received:	\$1.00	Total Payments:	\$1.00
		Payment Plan:	\$0.00

▼ Transactions

Customer	Description	Item	Charge Description	Unit	Qty	Fee	Charge
Drop-In Customer 13000 William Dodson Pkwy Farmers Branch, TX 75234 Home phone: (972) 919-4000 Email: -- ID: 1	RC Youth Scholarship Fund Donation Action: Product Sale	RC Youth Scholarship Fund Donation	Youth Scholarship Fund Donation	Each	1.00	\$1.00	\$1.00
						Total Charges	\$1.00
						Total Payments	\$1.00
						Balance	\$0.00

Donations with Parks and Recreation

Generating the Report



Report

The Events Team will oversee the revenue report to ensure that the amount of donations received matches the total amount of donations in ActiveNet.

Donations with Parks and Recreation

Benefits

ActiveNet streamlines donations with secure, customizable online and in-person giving. While providing real-time, automated reports for complete visibility.



Questions



FARMERS BRANCH
TEXAS