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|  Meadows Arts and Technology Elementary School | Fundraising Policy | |
| | Last Reviewed/Revised: 10152018Revised | Effective Date: 10/19/2009 |
| Reference Number: BO-FP1-10152018 | Original Author: MATES Board | Policy Status: Active |

PURPOSE:

To fulfill the educational goals of Meadows Arts and Technology Elementary School (“MATES”), the Board of Directors (“Board”) seeks access to multiple and varied sources of revenue. In light of the educational mission of the school and the obligations that often result from the provision of financial gifts, policies and procedures related to the acceptance, use and monitoring of these funds must be defined.

SCOPE:

This policy applies to all Board members, MATES personnel and individuals or other entities participating in fundraising on MATES behalf.

GENERAL POLICY STATEMENT:

The Board recognizes the importance of community support to MATES, including voluntary financial contributions, to assist the school in achieving its goals for student learning. The MATES Board members and personnel will take into account the MATES educational goals and financial impact when making decisions related to solicitation or acceptance of these contributions.

POLICY DETAILS:

1. School Fundraising
 - 1.1. The Board recognizes that student participation in fundraising activities for the school and nonprofit, nonpartisan charitable organizations can help develop a sense of social responsibility in students, enhance the relationship between the school and community, and contribute to the improvement of the school program.
 - 1.2. Whether solicitations are made on behalf of the school or on behalf of a charitable organization, students shall not be barred from an event or activity because they did not participate in fundraising. Potential donors, including parents/guardians and members of the community, should not be unduly pressured to contribute to the school or charitable organizations. Staff is expected to emphasize in any verbal written, or electronically distributed fashion the fact that donations are always voluntary.
 - 1.3. The Executive Director or designee shall ensure that parents/guardians are informed of the purpose of fundraisers.
 - 1.4. The Executive Director or designee will define the number of charity events at the beginning of each school year, dates which are specified in the Supporting Organization Policy, to ensure this protection.
 - 1.5. To protect the health and safety of students and employees door-to-door fund raising by students and teachers is prohibited.

- 1.6. This policy will not address in-school activities (e.g. sale of school pictures, yearbooks, etc.) whose primary focus is the provision of a valued service to students and parents.
 - 1.7. When approved in advance by the Executive Director or designee, nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law may solicit students on school grounds.
2. Support of Supporting Organizations
 - 2.1. The Board recognizes the importance of community support to MATES, including voluntary financial contributions, to assist the school in achieving its goals for student learning.
 - 2.2. The Board desires to work cooperatively with the School-related Independent Organizations in determining the purposes for which funds may be used to meet the changing needs of the school and its students. The Board recognizes that School-related Independent Organizations are separate legal entities, independent of MATES. However, these organizations are to provide regular reports to the Board on the status of their work and to communicate ways that MATES and the Board can help support the organizations' activities.
 - 2.3. Guidelines for coordination between MATES and School-related Independent Organizations are defined in the MATES Supporting Organization Policy.
3. Gifts, Grants and Bequests
 - 3.1. The Board encourages individuals and organizations to consider making a gift or bequest to the school. Such gifts foster community support for the school and improve the school for the benefit of students and others.
 - 3.2. The Board establishes the following conditions for the acceptance of gifts. Other conditions may be set as the Board deems appropriate.
 - 3.2.1. The Executive Director, Assistant Director, or designee along with board committees will develop and maintain a wish list of school areas of funding need and/or opportunity.
 - 3.2.1.1. Restricted gifts or donations exceeding a value of \$5,000 will require Board approval.
 - 3.2.2. All gifts or donations should have a purpose consistent with MATES' vision and philosophy. The Board may reject any gift or donation that the board determines is in conflict with the educational mission of the school.
 - 3.2.3. Gifts of real or personal property will be accepted only if the donor can demonstrate that he/she has clear and free title to the property.
 - 3.2.4. The donor may request that a gift or bequest be designated for use in a particular area. The specific manner in which funds are expended within a designated area will be determined under the direction of the Board in conjunction with the Executive Director, Assistant Director, or designee.
 - 3.2.5. The Board must carefully evaluate any conditions or restrictions imposed by the donor in light of MATES' philosophy and operations. If the Board feels the school will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.
 - 3.2.6. A gift must not impose any undue financial burden or obligation to MATES.
 - 3.2.7. The Board must refrain from acceptance of funds that begin a program which the Board would be unable to continue when the donated funds are exhausted. The Board has no responsibility and makes no promises to

continue any program initiated with donor contributions once the donated funds are expended.

- 3.2.8. Gift books and instructional materials shall be accepted only if they meet regular MATES curriculum criteria.
 - 3.2.9. Unless otherwise specified in a written agreement approved by the Board, any gift or bequest becomes the property of MATES. If the Board at any time determines that such property is unnecessary or undesirable for public school purposes, the board may sell or otherwise dispose of such property in accordance with state law.
 - 3.2.10. All supplies and equipment purchased with funds from any donor becomes the property of MATES and the title to such property will remain with MATES.
 - 3.2.11. Any gift or donation that includes advertisement must comply with related Board policy and does not imply endorsement of any business or product
 - 3.2.12. Unless otherwise dictated by the condition of this policy, the Executive Director, Assistant Director, or designee may accept gifts on behalf of the Board. The Executive Director, Assistant Director, or designee will report any gifts accepted at the next board meeting. The Board reserves the right to determine in each particular case the appropriateness of any contribution and may accept or reject a contribution as the Board sees fit.
 - 3.2.13. The Executive Director, Assistant Director, or designee will evaluate any offers of gifts or bequests that are not revenues or gifts of nominal value. The Executive Director, Assistant Director, or designee will consider the gift's suitability, any safety hazards and costs to maintain the gift and will make a recommendation to the board. For computer equipment or other technological resources, the Executive Director, Assistant Director, or designee will ensure that such items are compatible with minimum hardware and software standards set by the technology committee. The Board will decide whether to accept the gift on behalf of the school.
 - 3.3. Any gift or bequest constituting revenues that is accepted by the Board will be deposited in the proper fund.
 - 3.4. The Executive Director, Assistant Director, or designee will develop and implement the means of recognizing contributors.
4. Grants and Funding for Specials Projects
 - 4.1. To fulfill the educational goals of MATES, the board will seek as many sources of revenue as possible. The Executive Director, Assistant Director, or designee will seek public and private grants and funding for special projects as a source of supplemental funding. Employees also are encouraged to learn about special funding opportunities and to participate in the development of proposals to obtain the funding. All applications for grants or specially funded projects will be in accordance with the educational goals of the board. When required by the funding agency, the proposals will be presented for board approval. The board will be notified of all funds awarded. The Executive Director, Assistant Director, or designee will establish any procedures necessary to develop an efficient and effective process for seeking special funding.

NON-COMPLIANCE TO POLICY:

Violations of this policy may result in the individual being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

GOVERNANCE:

The Executive Director, Assistant Director, or designee will take responsibility for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

| <u>Policy Version:</u> | <u>Effective Date:</u> | <u>Revision:</u> |
|------------------------|------------------------|---|
| BO-FP1-10192009 | 10/19/2009 | Original Version |
| BO-FP1-03152010 | 3/15/2010 | Modify Review Cycle section to modify cycle from bi-annual to every two years. |
| BO-FP1-09202010 | 9/20/2010 | Removed prior section 3.2 related to restriction of gifts that impair equal educational opportunities for all students. Removed the following language from section 3.2.4 "However, the Board reserves the right to utilize the funds as deemed appropriate." Added new section 3.2.1 addressing the definition of School Funding Wish List to set target areas for fund raising and acceptance of gifts. |
| BO-FP1-08202012 | 8/20/2012 | Modified language to reflect adjustments in supporting organization structure. |
| BO-FP1-02212017 | 05/22/2017 | Reviewed in accordance with every two year review. |
| BO-FP1-10152018 | 10/15/2018 | Reviewed and modified in conjunction with the Fiscal Policy and Supporting Organization Policy updates. |