

DaVinci Academy of Science and The Arts

Policy Number: 604

Policy Section: 600- Community

POLICY TITLE: DEVELOPMENT and FUNDRAISING POLICY

Revision History

Effective Date	Action Date	Revised
19 Jan 2005	New Policy	New Policy

Development and Fundraising Policy

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1. SCOPE

1. Establish fundraising policies for DaVinci Academy for Science and the Arts. Funds raised through private donations and grants will supplement income from traditional public sources, including grants to provide each student with the facilities and educational tools necessary to achieve excellence in academics and personnel development. DASA is a public nonprofit charter high school and is IRS listed as an eligible 501C3 organization as is the Riverside Foundation, owner of the American Can Company complex in Ogden. The PTSO may apply for 501(c)3 status.

2. The scope of the Development and Fundraising Committee will be to coordinate efforts to raise funds in the Riverside Foundation, a tax-exempt 501C3 organization. Funds will be used to both promote the DASA mission to offer programs that promote enthusiasm, exploration and academic excellence that involves real-world experience and improve the campus facilities. This involves raising funds to complete construction Phases II and III. PTSO coordinates fundraising short-term drives directly supporting student, faculty initiatives and programs. The school administration may also initiate fund drives from time to time.

3. RESPONSIBILITIES:

3.1 The Chair of the Development and Fundraising Committee serves on the DASA Board of Directors. The individual is tasked with monitoring the various authorized and recognized groups, which raise funds in support of DASA. Monitoring means assist the groups in scheduling events, reviewing the results, providing advise and reporting to the board on overall fund raising events. Further, the chair, in the roll of authorizing campaigns, looks to insure various groups are not in conflict or competing for the same source or raising funds for the same purpose, simultaneously.

3.2 The authorized groups, listed in paragraph 4 are responsible for their actions. They must submit brief approval requests, see paragraph 6 to the Chair of the Development and Fundraising and comply with financial accounting requirements.

4. FUND RAISING POLICY AND PROCEDURES

4.1 Fund raising is divided into three major categories:

4.1.1 The Riverside Foundation, which raises money for long-term endowment and facility development.

4.1.2 PTSO sponsored, which raises money for short-term, broad-based student and faculty, needs like field trips, tours and supplies.

4.1.3 DASA School administration support for small, one of a kind projects.

5. GOALS

5.1 The Foundation, the PTSO and Administration may consider the following concepts and goals in their fund raising efforts in order to focus the actions as they have application to fundraising efforts.

5.1.1 The listed groups, which have approved 501(c)3 IRS status need to make that donation status know to potential donors.

5.1.2 Identify businesses, groups, and organizations, which may benefit from DASA and be willing to invest in its future.

5.1.3 Identify community foundations, clubs and other charitable organizations which may have interest in helping achieve DASA's mission.

5.1.4 Develop a brochure and presentation folder, in conjunction with the curriculum committee, to showcase the history, mission, successes, administration, teachers, activities, and opportunities of DASA.

5.1.5 Join the speaker's bureau of Ogden that promotes friendships between businesses and organizations.

5.1.6 Calendar a full year of activities to promote DASA to those identified as friends.

5.1.7 Organize the DASA Foundation to receive Capital Funds raised. Begin having friend raisers with a goal of \$300,000 per year over a three year period.

5.1.8 Establish an Endowment Fund with a yearly campaign to raise funds. Begin with donations from Board members, administrators, teachers, students, and businesses involved with DASA. Contact employers of parents, which may make matching donations. Continue the campaign to obtain donations from friends of DASA and the community at large. \$1.5 million will be to goal over 5 years.

5.2 Fund raising coordinated by any of the recognized listed groups, must relate to the mission and philosophy on which DASA was founded, to offer programs that promote enthusiasm, exploration and academic excellence that involves real-world experience.

6. FUNDRAISING REQUESTS

6.1 A request for approval of a fundraiser must be submitted to the Chair, Development and Fundraising, Board Of Directors, at least 3 weeks prior to the scheduled event using the fund raising request form (APPENDIX A). The contact person, academic administrator, must sign the form. The Riverside Foundation, while exempt from this procedure, is requested to notify the DASA Board of Directors of any ongoing or planned development fund raising activities.

6.2 At the completion of the fund raising event an evaluation form (APPENDIX B) must be completed and kept to record the of the event. Additionally, funds must be safeguarded and deposited in the appropriate account of the groups listed in paragraph 3. Disbursement of funds must be carefully controlled and follow approved accounting procedures. All fundraising is subject to external audit.

7. FIELD TRIPS

7.1 Fund raising for scheduled departures, also known as filed trips, from the school may be approved under the following conditions:

7.1.1 The scheduled departure is mandatory for all students in the group. (Make up work may be assigned at the discretion of the advisor/teacher)

7.1.2 Participation will not create a hardship for the student or their family.

7.1.3 Scheduled departures costing under \$25.00 per person will be approved with signatures of the academic administrator and the groups fund raising chairperson. Those costing over \$25.00 per person must be reviewed for approval by the Board of Directors fundraising committee.

7.1.4 Scheduled departures not approved may obtain permission to plan and announce fund raising events before or after school hours but not in the name of DaVinci.