

CAPE HENLOPEN SCHOOL DISTRICT AFFILIATED ORGANIZATION INFORMATION

Director of Finance: Oliver Gumbs

Oliver.gumbs@cape.k12.de.us

Affiliation Organization Liaison: Theresa Slusser

Theresa.slusser@cape.k12.de.us

District Fundraiser Liaison: Business Office

CHSDaccounting@cape.k12.de.us

Contact Number: 302-645-6686



REQUIREMENTS EMAILED EACH YEAR IN JULY

Cape Henlopen School District



1270 Kings Highway
Lewes, DE 19958
(302) 645-6686
Fax (302) 645-6684

Date:

Dear:

Cape Henlopen School District Board Policy #908 requires affiliated organizations to provide certain information to the Business Office on an annual basis. In looking over the folder for your organization the following item(s) will need to be provided for the 2024/25 school year:

- Proof of 501 C (3) status
- Name, position and contact information for all officers (name, address, email and telephone number)
- Accounting Manual Certification Forms signed by officers
- By-Laws – Please sign and if changes were made please highlight them.
- Financial plan for coming year
- Year-end summary – Final Budget Summary
- Copy of the most recently filed Federal IRS Form 990

All required information must be turned in by August 31. Fundraisers will not be approved unless all information has been received.

A professional service contract is required for any group/individual (non-staff) that provide a service to the district. This includes, but is not limited to, DJ's, photo booth operators, guest performers/speakers, etc. Contact the Business Office Contract Liaison, Sharlene Manship (Sharlene.manship@cape.k12.de.us) for assistance.

If you have any questions or concerns, please have your representative contact the Business Office for assistance.

Thank you,



Theresa Stusser
Historical Secretary

1270 KINGS HIGHWAY | LEWES, DE 19958 | FAX (302) 645-6684
www.manship@cape.k12.de.us
302.645.6684
Bullying & Respectness: Easy School, Easy Classroom, Easy Day

IMPORTANT INFORMATION



- Bank Statements
 - Copy will be given to the school Senior Secretary each month
- Tax information
 - File taxes as soon as possible after your tax year is over
 - Copy of 990 form needs to be sent to district liaison
- Checks
 - Two signatures are required on all checks
 - Checks made payable to Cape Henlopen School District
- Board Policy#908 – Affiliated Organizations [Board Policy.pdf](#)

NAME OF ORGANIZATION: (add booster or PTO name)

FINANCIAL PLAN

CURRENT FISCAL YEAR

	REVENUE DETAILS	ESTIMATED INCOME
I. FUNDRAISERS	(Example) Car wash	\$550.00
	FUNDRAISER TOTAL	\$550.00
II. DONATIONS		
	DONATION TOTAL	\$0.00
III. MISCELLANEOUS		
	MISCELLANEOUS TOTAL	\$0.00
	TOTAL OF ESTIMATED INCOME	\$550.00

	EXPENSE DETAILS	ESTIMATED EXPENSE
EXPENSES	(Example) Flyers for car wash	\$20.00
	TOTAL OF ESTIMATED EXPENSES	\$20.00

ESTIMATED PROFIT/LOSS	\$530.00
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NOTES: You can add more categories if needed. Lines can be added to both income and expense by right clicking on the number then insert. End of the year budget figures will need to be put on the Final Budget Report.

*****FUNDRAISERS MUST HAVE AN APPROVED DROPLET FUNDRAISER FORM BEFORE THE EVENT CAN BEGIN AND MONEY COLLECTED.*****

FINAL BUDGET SUMMARY

COVERS PREVIOUS YEAR ESTIMATED AND FINAL

FINAL BUDGET SUMMARY (July 1 through June 30)

NAME OF ORGANIZATION: (add booster / PTO name)

	REVENUE DETAILS	ESTIMATED INCOME	FINAL INCOME
FUNDRAISERS	(Example) Car wash	\$550.00	\$650.00
	FUNDRAISER TOTAL	\$550.00	\$650.00
DONATIONS			
	DONATION TOTAL	\$0.00	\$0.00
MISCELLANEOUS			
	MISCELLANEOUS TOTAL	\$0.00	\$0.00
	TOTAL OF INCOME	\$550.00	\$650.00

	EXPENSE DETAILS	ESTIMATED EXPENSE	FINAL EXPENSES
EXPENSES	(Example) Flyers for car wash	\$20.00	\$45.00
	TOTAL OF EXPENSES	\$20.00	\$45.00

PROFIT/LOSS	530.00	605.00
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NOTES: You can add more categories if needed. Lines can be added to both income and expense by right clicking on the number then insert.

FUNDRAISERS

When planning a fundraiser please adhere to the guidelines below:

- Fundraiser forms. Please pick your school for the fundraiser form to follow the correct path for approvals.
- Flyer and/or information of event must be included. Fundraiser form should be submitted at least 30 days prior to the event.
- No fundraising event can begin or money collected until the form has been approved.
- Fundraising activities are defined as any activity where funds are collected from students, parents, or the community, whether or not profit is expected to be realized.

EVENTS/FOOD TRUCKS

When Planning an Event Please
Adhere to the Guidelines Below:

- Play days/events/food trucks being held on school grounds require a completed Use of Facility form.
- Food trucks will also be required to have liability insurance naming Cape Henlopen School District as an additional insured.
- A professional service contract is required for any group/individual (non-staff) that provides a service or interacts with students or provides a service to the district.
 - This includes, but not limited to, DJ's, photo booth operators, guest performers/speakers, etc.
 - Contact the Business Office Contract Liaison, Sharlene Manship (Sharlene.manship@cape.k12.de.us), for assistance.



THE FOLLOWING INFORMATION AND FORMS CAN BE FOUND ON THE DISTRICT WEBSITE

- COMMUNITY – AFFILIATED ORGANIZATIONS
 - POWERPOINT
 - SPREADSHEETS
 - DISTRICT CONTRACT
 - FUNDRAISER FORMS
 - USE OF FACILITIES – QUICK LINKS (for help) AND SIGN IN
 - ACCOUNTING MANUAL – SECTION XV
 - BOARD POLICY – 900 COMMUNITY, 908 AFFILIATED ORGANIZATIONS