



## **POLICIES & PROCEDURES**

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**SDA Foundation is the umbrella organization for all parent groups at SDA. Adherence to these Policies and Procedures allows SDAF to properly regulate, protect and insure our organization and to legally maintain our non-profit status.**

**MISSION STATEMENT:** *We support the unique culture and quality programs of San Dieguito High School Academy by generating financial resources and promoting active parental and community support.*

**BACKGROUND:** Established in 1995 to bridge the gap between students' needs and state and district funding, the Foundation raises money through donations, grants and special events. Thanks to the support of generous donors, SDAF is committed to giving *every* student the opportunity to realize their full potential.

San Dieguito Academy Foundation is incorporated as a California Non-profit Benefit Corporation under section 501(c)(3) of the Internal Revenue Code and is obliged to operate under the regulations therein.

**Federal Tax ID: 33-0629427**  
**California Corporation Number:**  
**State of CA: 1873883**

**PURPOSE:** We are here to support our students. Each student benefits from the united effort of parents and community members.

By working together, we can:

- \*Increase opportunities for every student.
- \*Provide a single, unified fundraising effort.
- \*Reduce operating costs and duplication of effort.
- \*Build school and community spirit for SDHS Academy.

As needed, the Foundation Executive Board will review the policies and procedures of the Foundation. Please contact the Foundation Executive Director or any member of the Board with your suggestions or comments about policies and procedures.

## **FOUR BASIC RULES OF THE SDA FOUNDATION**

**#1 Support the mission and goals of the Foundation.** Accept, articulate and advocate the work of the Foundation in the school and community.

**#2 Coordinate all fundraising events and activities** - Always get SDAF approval before doing any kind of fundraising to ensure proper insurance coverage and coordination among councils.

Contact [sdafoundation@sduhsd.net](mailto:sdafoundation@sduhsd.net) ATTN: VP Fundraising.

**#3 Provide your list of officers and council/committee members** to effect insurance coverage and provide copies of the minutes of all council or committee meetings. Send copy of minutes to [sdafoundation@sduhsd.net](mailto:sdafoundation@sduhsd.net)

**#4 Get approval from SDAF Board** for any contractual obligations exceeding \$1,000 and comply with SDAF Policies & Procedures regarding all other contracts.

In order to maintain consistency and compliance with the SDA Foundation Bylaws, Committees/Councils **MUST** adhere to these guidelines. Your conformity is required and very much appreciated!

## FOUNDATION ORGANIZATION

The Foundation Board of Directors is comprised of current parents as well as the principal of San Dieguito High School Academy, the Executive Director and at least three student representatives including the president of ASB. The Principal of SDA serves as an advisor in an ex-officio capacity. Officers of the Foundation are the President, CFO and Secretary. Each director has one vote .

### **Order of succession**

President, Vice President of Fundraising, Past President, CFO, and Secretary.

### **Election of Directors and Officers**

Directors and Officers will be elected in the following manner: A letter of application or slate of proposed applicants should be submitted to the Foundation Board at the meeting prior to the Annual meeting of the Foundation. The Board at its annual meeting will then elect, by a majority vote, all Directors/Officers for the next year.

### **Election of Student Directors.**

Student Director elections: A letter of application or slate of proposed applicants should be submitted to the Foundation Board at the meeting prior to the Annual meeting of the Foundation. The Foundation Board at its annual meeting will then elect, by a majority vote, all student directors for the next year.

**Meetings of the full Foundation Board of Directors** are held at 7 PM in the Bldg. B conference room on the 2<sup>nd</sup> Tuesday of the month unless otherwise notified. Members are asked to arrive at least five minutes before the scheduled meeting time, and to have read all materials prior to the meeting.

Each of the councils are represented by a designated director on the Foundation board who will communicate council needs and issues. Council chairs are also welcome to attend the monthly Board Meeting. To put an item on the agenda, please notify the Board President or Executive Director at least one week prior to the meeting. A brief written report may be submitted to the Recording Secretary for inclusion in the minutes. **Annual Retreat for Foundation Board Members will be conducted at the beginning of the Academic year.** The purpose is to strengthen the Foundation through a sharing of ideas and recommendations. The Foundation Board of Directors will set the date for the Retreat.

## BOARD COMMITTEES

All board members be responsible for overseeing at least one board committee. Board committees may include non-board members as well as members of the community who do not have students at SDA. Board committees include, but are not limited to:

### **Business Development Committees:**

**Fundraising Committee:** responsible for expanding and creating successful fundraising programs, and managing annual and mid-year solicitations among parent donors.

**Business Partnership Committee:** responsible for building a Business Advisory Board in order to develop long-term partnerships with local community businesses with the ultimate goal of financial as well as non-financial support of the school community.

**Alumni Development:** responsible for identifying and re-connecting alumni to the school through regular communications with the goal of increasing alumni participation and financial support.

**Other Board Committees:**

**Nominating/Board Development:** responsible for strategic recruitment of qualified Board candidates, and presentation of slate of officers and candidates for election.

**Communications/Marketing Committee:** responsible for developing communications, markets and media plan to support Foundation events.

**\*Grants Committee:** responsible for collecting and reviewing grant requests and making recommendations to the full Board for awards.

**\*Finance Committee:** responsible for reviewing and providing guidance for the organization's financial matters and providing input to the annual budget to submit to the full Board for approval.

**Special Event Committees:**

**Annual Dinner/Auction:** responsible for planning, coordinating and implementing the annual major fundraising gala.

**Annual Principal's Tea Event:** responsible for planning and coordinating the annual "thank you" event to honor and recognize donors. This is not a fundraiser.

\*These committees to be chaired and staffed by board members.

**FOUNDATION COUNCILS**

**TO BECOME A COUNCIL OF THE FOUNDATION:**

**The Foundation is open to Councils, which meet the following criteria:**

- ◆ Have a minimum of 3 adults who are contributing members of the Foundation.
- ◆ Have a written mission statement.
- ◆ Have written policies and procedures consistent with SDAF Policies & Procedures.
- ◆ Have approval from the SDAF Board.

**BENEFITS OF FOUNDATION MEMBERSHIP:**

**The Foundation enables Councils:**

- ◆ To be identified with SDAF, the only non-profit organization authorized by SDUHS District to raise funds for San Dieguito High School Academy.
- ◆ To legally solicit funds and grants as a non-profit 501 (c)3 organization.
- ◆ To be covered by SDAF umbrella liability insurance coverage.
- ◆ To benefit from administrative, accounting and fund-raising services provided by SDAF staff.
- ◆ To benefit from SDAF merchant services (credit card processing, Pay-Pal donations and online ticket sales)

- ◆ To benefit from SDA Foundation website, e-mails, parent presentations, press releases and mailings in which your Committee/Council is promoted and directed donations are solicited.
- ◆ To benefit from community business exposure via an organized fundraising effort.
- ◆ To benefit from General Fund distribution through Curriculum Support grants.
- ◆ To have an arena in which to network with and support other Committees/Councils.
- ◆ To have a sounding board for unique problems and needs.

## **RESPONSIBILITIES TO THE FOUNDATION:**

### **A Council has the responsibility to:**

- ◆ Familiarize its members and ensure compliance with SDAF Policies & Procedures.
- ◆ Provide feedback to the Foundation board through their designated board representative.
- ◆ Follow Foundation guidelines for the collection and disbursement of funds.
- ◆ Provide a copy of Committee/Council Policy and Procedures to the Foundation.
- ◆ Provide a list of Committee/Council members to the Foundation CFO.
- ◆ Submit a copy of written minutes of every meeting to the Foundation office.
- ◆ Carry out business and community contacts via a coordinated and united process.
- ◆ Participate in a coordinated effort in accordance with fund raising guidelines.
- ◆ Promote Foundation sponsored Special Events and fundraising activities.
- ◆ Promote the Foundation by sharing information about SDAF with other parents & community members.
- ◆ Contribute 10% of net proceeds from all fundraising events to the Foundation General Fund.

## **HOW DO GROUPS BECOME INACTIVE COUNCILS?**

- ◆ Determine that your group can no longer function as a council/committee.
- ◆ Notify the board of directors, in writing, of the situation.
- ◆ Reconcile financial account with the treasurer of the Foundation/close all outstanding accounts.

## **FUNCTIONS OF A COUNCIL CHAIR**

- ◆ **Regularly attend Council meetings.**
- ◆ **Ensure that your Council members understand SDAF policies regarding fundraising, insurance requirements, and legal compliance with IRS regulations for non-profit organizations.**
- ◆ Communicate your council or committee's needs, concerns, news and financial status to your Board representative, and communicate similar information back to your council or committee.
- ◆ Request an up-to-date Accounting Report from the Foundation CFO prior to your regular monthly Council meeting. Allow 3-4 days for report preparation.
- ◆ Ensure that your committee or council completes and submits in a timely manner, all deposits and requests for reimbursements, with appropriate documentation as needed (see section on Money).
- ◆ **Ensure that your committee or council provides a yearly accounting of income and expenses (Budget) to the Foundation CFO. Yearly budget is due by May 30th.**
- ◆ Ensure that your committee or council maintains and reports a list of names for recognition by the Foundation, so that all contributors are appropriately recognized according to federally required tax reporting rules.
- ◆ **Ensure coordination of fundraising activities with Foundation VP Fundraising.**

- ◆ Ensure that your committee or council maintains a notebook of activities and communications for your successor and the Foundation.

**In the month of June of each year your Council/Committee should have:**

- ◆ Prepared a complete report on your Foundation activities, your committee's status, and any other pertinent information to be passed to your successor.
- ◆ Reviewed your committee's current Policies and Procedures and submitted any changes for the next year to the Foundation Board.
- ◆ Completed and submitted your committee's budget for the next year to the CFO of the Foundation.

**The conscientious efforts of the Council Chairs are crucial to the overall success of the SDA Foundation!**

## **DONOR RECOGNITION**

### **Donation Policy**

All donations of cash, goods and services are acknowledged in a personal letter as soon as possible upon receipt in the Foundation Office. An additional personal thank you from individual Councils is encouraged. Individuals and businesses who make a contribution of cash or donate in-kind goods or services are also acknowledged in the *Annual Report* posted on our website at [www.sdafoundation.com/about/where-the-money-goes/](http://www.sdafoundation.com/about/where-the-money-goes/). The responsibility for the success of this recognition is dependent upon accurate record keeping and timely submission of donor information. If you receive donations for any event or activity, please complete the Donor Form and provide a copy to the Foundation office.

### **Donor Appreciation Plan\***

It is critical to thank donors promptly for their gifts, in a manner appropriate to the size of the gift and consistent with their personal wishes. The San Dieguito Academy Foundation in adopting this policy wishes to:

- ensure consistency in honoring donors
  - provide an opportunity to educate and cultivate donors
  - publicly recognize donor support for the school
1. All gifts will be recorded in the donor data base, acknowledged with a tax receipt/thank you letter signed by the Foundation President and listed in the Annual Report.
  2. Donors at the \$250-\$499 level in addition to the above will also receive a thank you phone call from a Foundation Board member within two weeks of receipt of their gift and an invitation to the Presidents Reception. *Use Donor Contact Form.*
  3. Donors at the \$500-\$2499 level, in addition to the above, will also be publicly recognized for their gift by an appropriate donor recognition device (tile, paver, etc)
  4. Donors at the \$2500-\$9999 level, in addition to the above, will also be invited to attend a private lunch with the Principal, President and Executive Director, be featured in the Foundation newsletter and receive a report detailing how their gift was used.
  5. Donors at the \$10,000+ level, in addition to the above, will receive prominent public recognition on campus and be included in a thank you ad in the local press at the end of the school year.

6. Donations of \$50,000 or above will receive customized recognition and personal attention of the President, Executive Director and VP Fundraising.

\*Arranging donor events and providing appropriate recognition is the responsibility of the Fundraising Committee under the direction of the VP Fundraising.

## VOLUNTEERS

### Participation

Volunteers are the *critical* to the success of SDA and the SDA Foundation. Volunteers get behind the fundraising efforts making it possible for the Foundation to provide the support needed to make a positive difference in the high school experience of every student at SDA. *And*, every year, hundreds of volunteers make sure that the special events are a huge success, and that each Council accomplishes its program goals.

At the start of the school year we ask parents to designate their volunteer preferences. Lists of council/committee volunteers will then be generated and sent to each council/committee chair. In addition, each Council solicits volunteers through their own council events and activities. The Volunteer Coordinator is responsible for soliciting and coordinating volunteer activities on campus. If there is a need for additional volunteer support for your activity or event from other SDA parents, please contact the Volunteer Coordinator.

### Recognition

While we can never fully express our gratitude to volunteers for their generous gifts of time and talents, it is critical to maintain accurate records of volunteer activities both for recognition and for insurance purposes. To ensure that we recognize our volunteers, please use the **Volunteer Form** at [www.sdafoundation.com/downloads/forms/](http://www.sdafoundation.com/downloads/forms/) to record information about volunteers for your events and activities. Volunteers who give of their time for Foundation events will be periodically thanked in the newsletter. The Volunteer Coordinator will coordinate submission of an article to Newsletter editor by the copy deadline.



## FUNDRAISING POLICY

The San Dieguito Academy Foundation is dedicated to consolidating and strengthening the fundraising efforts of all of its member organizations. It is the policy of the Foundation to have member fundraising activities accomplished through approved fundraising avenues. The SDA Foundation Board believes that optimum results and positive community relations occur when all member/ participants comply with the Foundation Fundraising Policy.

### **Fundraising - Calendar Planning**

APRIL - Committee/ councils submit their preliminary fundraising events/ dates for the coming school year at the **SDA Calendar Meeting**.

JUNE – Event information submitted to insurance carrier for policy renewal. All fundraising events and activities must be provided to our insurance carrier in June. Any event or activity added after our insurance fee is billed on July 1<sup>st</sup> (new policy period) may be charged an additional premium.

SEPTEMBER – SDAF annual fundraising calendar distributed to all councils and committees.

## FUNDRAISING PROGRAMS

### **Annual Appeal**

The Vice President of Fundraising coordinates the Foundation fundraising program. The Annual Appeal Campaign begins in July, with a request to all parents for contributions and/ or volunteer support. This initial communication briefly describes Foundation goals and requests that parents make their contribution to the SDAF general fund.

### **Mid-Year Appeal**

The VP Fundraising coordinates the appeal to parents requesting additional funds for the school year. The appeal in letter form is sent to parents detailing the priority programs that will be supported with the additional funding. Appeals are sent between November and January depending on the needs and timing of programs.

### **Passive Fundraising**

These are programs that are set up to automatically generate income without undertaking a major event or activity. They currently include scrip programs and restaurant nights.

E-scrip programs encourage parents to shop at stores that offer cash incentives to SDA. A sign-up form is distributed to parents at TCB Days and Back to School Nights. Program information is at <http://sdafoundation.com/donate/escrip/> . Parents must sign-up online to initiate the program. Proceeds from the program support technology needs at SDA.

Restaurant fundraisers are typically organized by councils and ask parents to patronize a designated restaurant. Restaurant then donates a percentage of the proceeds to SDA.

1. All restaurant nights should be coordinated through the Passive Fundraising rep. to ensure that the event is included on the Fundraising calendar. This will

identify the sponsoring council and ensure that proceeds are allocated to the correct council or team. Coordinating the events with other councils will also give each council the opportunity to promote and market their event to the entire school community.

2. Please contact the Foundation office if the restaurant needs tax id letter or W-9 request for taxpayer identification/certification.
3. After the event is held and proceeds are sent to the school, funds are deposited in the council account and appear on the monthly P&L report under the Restaurant Fundraiser income account for each Council.

### **Special Events**

Throughout the school year there are a number of events that are held by SDA Foundation and councils to raise money for General Fund (Mustang Magic/Dinner Auction) and specific councils (Casino Night/Cabaret Night/Rummage Sale/Grad Nite, etc.) These events must be coordinated through the VP Fundraising so that business solicitations, event marketing, ticket sales, etc. will not overlap another event. Following this procedure will maximize the success of every event.

### **Insurance Requirements**

An **Event Insurance form** available at [www.sdafoundation.com/downloads/forms/](http://www.sdafoundation.com/downloads/forms/) must be completed for all fundraising events in order to comply with insurance requirements. If you are holding an event off-site (Encinitas Community Center, etc.) you will need to obtain an Insurance Certificate. Please notify the Foundation office at least two weeks prior to your event to obtain the required Certificate of Insurance. Liquor liability – Any Foundation or council sponsored event where liquor is being served requires liquor liability coverage and must be included with the information provided to our insurance carrier. When in doubt, send questions to Foundation office.

### **Business Fundraising**

For consistency in our approach to the business community, the VP Fundraising coordinates all business fundraising/contacts within our community. This allows the VP Fundraising to know when and how often parents and businesses are being asked to contribute. The goal is for the Foundation to track and maintain a list of business donations through the donor database.

There are two kinds of business fundraising through the Foundation, cash donations and "in kind" donations. If your committee/council needs in-kind donations for an approved event, i.e., food, beverages, raffle items, prizes, etc. Please contact Vice President of Fundraising, identify your event and specific need and discuss the options with the Vice President or Foundation office.

All business solicitations (whether cash or in-kind) must use the **Donor form** in order to have a record and allow for tax receipts/donor recognition. Copies are available from SDAF office and online at [www.sdafoundation.com/downloads/forms](http://www.sdafoundation.com/downloads/forms). Be sure you give: • one copy to the donor, • one copy to the committee liaison and/or chair of the event, and • one copy to the Foundation office (needed to fulfill IRS requirements.)

If you have knowledge of a business or corporation that is interested in supporting SDA by cash donation or a matching fund program, please contact the Vice President of Fundraising or the Foundation office.

**VERY IMPORTANT: Please do not contact any business or merchant without following the above procedure so that we can maintain cordial and consistent relationships with the business community.**

### **Fundraising and Contractual Obligations**

Before entering into any contract please notify the Foundation Executive Director.

**NOTE: The maximum amount any individual can authorize with authority is \$1000.**

Authority to enter into a contract or obligate the Foundation is the responsibility of the following:

- |   |                              |
|---|------------------------------|
| 1. Foundation President                     | 5. Chair of Athletic Council |
| 2. Foundation Chief Financial Officer       | 6. Chair of Music Council    |
| 3. Foundation Secretary                     | 7. Chair of Theatre Council  |
| 4. Foundation Vice President of Fundraising | 8. Chair of Academic Council |
|   | 9. Chair of Grad Nite        |

In the absence of the any of the above board members/ council chairs, a designated officer should sign for that council.

### **New fundraising plans/ideas**

Council members of the Foundation are encouraged to propose significant fundraising event ideas to the Board of Directors of the Foundation. Proposals will be reviewed by the Fundraising committee and presented to the Board for approval. All information should be submitted in writing and include the proposed event dates, venue, and a preliminary budget. A decision regarding each proposed fundraising event will be communicated back to its organizers.

## **GRANTS**

### **Grant Writing**

approved 3/3/10

Researching, writing proposals and obtaining grants from outside foundations is part of the fundraising strategy of the SDA Foundation. In order to maintain consistency and coordinate our efforts, the Executive Director reviews and coordinates all grant submissions with the Grants Committee. Once the Grants Committee reviews the final proposals, they are submitted to the full Board for approval. This ensures that our grants are in line with our fundraising priorities and that we follow a consistent process to obtain outside funding.

### **Grant Research**

Council groups are encouraged to research grants as a possible source of funds. The San Diego Foundation [www.sdfoundation.org](http://www.sdfoundation.org) maintains a database of potential funders organized by region and areas of interest. This database is made available to non-profit organizations free of charge and can be accessed at the San Diego Foundation offices. The San Diego Foundation also has staff on duty who may be available to train users to access the data base. Please check with their website for office hours and staff availability. Once you have identified potential funders, please contact the SDAF Executive Director so that we can coordinate our grant research and avoid duplicating efforts among the council groups. The Executive Director will then provide update information on grants to the Grant Committee at their regular monthly meeting.

### **Proposal Writing**

After you have identified potential grant prospects, contacted the SDAF Executive Director and determined that your project meets the criteria for funding, the next step

is to draft the grant proposal. You will need to follow the specific step-by-step process outlined by the grantee and draft the basic outline for your proposal or Letter of Intent. A Letter of Intent is a shorter proposal often required by the funder prior to writing a full proposal. Most funders also require periodic follow-up reports. Keep these criteria in mind as you write the grant so that you will be able to measure and report on the outcome and results achieved with the grant funding. The Foundation office at SDA has grant samples and resource materials that you may check out that provide proposal examples. Once you have drafted your final proposal, please submit it to the Foundation office. **VERY IMPORTANT - ANY GRANT PROPOSAL FROM THE SDA FOUNDATION MUST BE SUBMITTED THROUGH THE FOUNDATION OFFICE UNDER THE SIGNATURE OF THE EXECUTIVE DIRECTOR.** Funders will not accept proposals from individuals or council members without proper signatures, board approval, financials & documentation of non-profit status.

### **Tracking**

After the grant is submitted, it will be tracked by the Foundation office to determine status. The Foundation office will report back to the council representative or board member when the grant determination is received. If the grant is approved by the funder, the Foundation office will process the check and paperwork, direct it to the appropriate program and send the tax receipt thank you letter. If the grant is not approved, the Foundation office will contact the funder for feedback and possible re-submission at a later date.

## FINANCIAL POLICY

As a non-profit 501c3 organization, the SDA Foundation is obligated to follow generally accepted accounting procedures (GAAP) used in standard financial accounting. The Foundation is also required, as a tax-exempt organization, to submit an annual return and information report, the Form 990, which includes a significant amount of financial reporting information. Therefore, it is critical that all financial transactions and reporting procedures are followed by all councils.

Because the IRS provides specific categories and classes into which revenue and expenses must be allocated, it is important to maintain complete and consistent records of all transactions. Failure to adhere to financial procedures, may result in delayed processing of checks and invoices. If you have questions about a financial transaction or need clarification, please contact the Foundation CFO.

## FINANCIAL PROCEDURES

### General Procedures – Council Revenues and Expenses

1. Your Council should have procedures for handling the funds in its own written and approved Policies and Procedures. A copy of Council Policies and Procedures must be on file in the Foundation office and comply with any requirements imposed by law, the school site and District as well as the Foundation insurance carrier. Check with the Foundation Executive Director (ED) to make sure that a copy of your P&P is on file.
2. Your Council must have funds on hand in your account to cover all requested disbursements.
3. **All checks accepted by the Foundation or its councils must be made out to SDA Foundation or the council.** No other endorsements are acceptable and will be returned.
4. **Absolutely NO outside accounts may be established to process funds for any council, event, team or activity.** All accounting, invoicing and check processing must be done through the SDA Foundation office/CFO. Likewise, checks should be mailed to the Foundation post office box – NOT to council or team members home address.
5. Council must submit monthly minutes of your meetings to the Foundation office [sdafoundation@sduhsd.net](mailto:sdafoundation@sduhsd.net) attn: Foundation CFO so that approved expenses and disbursements are noted.
6. By May 30<sup>th</sup> of each year, councils must submit approved budgets for the next school year to the Foundation CFO.

### Deposits – collected by the Council

1. All funds collected by SDA Foundation Councils must be deposited with the Foundation CFO. A copy of the **Deposit Form** is attached and is available online at [www.sdafoundation.com/downloads/forms](http://www.sdafoundation.com/downloads/forms) . Please use the form for both cash and check deposits. When you deliver a cash deposit to the Foundation

office, please get a signed receipt (copy) for your records from the Foundation representative. **Please do not leave cash in the Foundation office without getting a signed receipt.**

2. Funds collected must be deposited with treasurer within 14 days of collection.
3. Any monies that are earmarked to a member Council will be credited 100% to that Council. If there is a sub-account breakdown for the monies collected (i.e. by team, committee, or event) please note on the deposit form.

### **Deposits – collected through the Foundation**

1. Please notify the Foundation office of any expected payments or donations related to Council activities or events (selling tickets, collecting money for trips or soliciting funds) prior to starting the activity or sending solicitations. This will ensure that the funds are allocated to the proper council and account.
2. Any payments received in the Foundation office for council events or activities will be filed in the Council folder located in the Foundation mail crate. Please have your book keeper or a designated council member check the crate on a regular basis to ensure that your mail is picked up and deposits are recorded in a timely manner.
3. To deposit funds to your council account, please use the **Deposit Form** at [www.sdafoundation.com/downloads/forms](http://www.sdafoundation.com/downloads/forms) and follow procedure noted above.

### **Disbursements – Check Requests and Reimbursements**

1. Each Committee/Council has its own set of officers and internal procedures. Please make certain these are followed before requesting a disbursement from the Foundation CFO.
2. All funds disbursed by the SDA Foundation require authorized signatories. Authorized signers are the Executive Director, Board President and two other board members whose signatures appear on the bank authorization card.
3. Complete the **Reimbursement Form** or the **Check Request Form** and submit the form with ALL required documentation (see forms for instructions) to the Foundation CFO. Both forms are at [www.sdafoundation.com/downloads/forms](http://www.sdafoundation.com/downloads/forms).
4. All requests for reimbursement must be accompanied by the appropriate **original** receipts and should be submitted to the Foundation CFO within 14 days of the expenditure for which reimbursement is being requested.
5. All check requests must be accompanied by the appropriate approvals and documentation and submitted to the Foundation CFO two to three weeks prior to event deadline or mailing date.
6. You may leave the paperwork in the Foundation office at SDA or mail paperwork to the PO Box. The mailbox address is SDAF CFO, PO Box 235109, Encinitas, CA 92023.

### **Financial Reporting**

1. Each Council Chair receives the SDAF financial statements (P&L and Balance Sheet) from the Foundation CFO each month. These reports provide a year to date summary of revenue and expenses for each council.
2. You may also request a Council financial statement by contacting the Foundation CFO prior to your monthly meeting. Please allow two weeks to reconcile your accounting reports with the financials.

### **Credit cards and online payments**

The SDA Foundation accepts/processes donations and payments online through PayPal as a convenience to donors and purchasers. However the Foundation incurs credit card processing fees for this service. Please encourage your donors and purchasers to pay by check to ensure that 100% of their donation or purchase goes to support the programs that benefit our students.

If you would like to have ticket or item purchases accepted online, please contact the Foundation office at least two weeks before the start of your event or activity. The high cost of processing credit card transactions online prohibits us from accepting online payments or donations under \$25.

### **Non Budgeted Funds**

There is a Foundation policy in place to assist Committees/Councils with extraordinary emergency financial needs. Submit, in writing, a description of the emergency situation to the President of the Foundation. An allocation of up to \$500.00 requires the approval of the SDAF Board President. Any allocation above \$500.00 requires the approval of the full board. This emergency funding applies only to situations when fundraising has fallen short of goal and an advance is needed to cover program expenses.

### **General Fund Disbursements**

Monies donated to the SDA Foundation which are not otherwise designated or earmarked will be deposited into the General Fund of the Foundation.

## **CAPITAL PROJECTS**

A capital improvement project is one in which buildings or grounds at SDA are altered or modified in any way.

### **Purpose of the process:**

**SDA:** To ensure that the project meets capital needs and plans of the San Dieguito Union High School District and San Dieguito Academy High School.

**SDAF:** To ensure a coordinated fundraising effort that is not in conflict with other major fundraising efforts. Note: SDAF includes Board of Directors and all Foundation affiliated Councils – Music, Athletic, Theater, Academic & Grad Nite.

**Step 1:** Board or Council liaison will meet with SDAF Executive Director, SDAF Board President, SDA Principal and SDA Assistant Principal/Facilities to present a proposal for a specific capital improvement. A sketch and detailed information outlining the improvement and estimated costs must be provided at the time of this meeting.

**Step 2.** Proposal will be forwarded to SDUHSD Director of Maintenance Operations, who will review the proposal and forward it to district architects if appropriate. Upon approval, Director of Maintenance will notify SDA Principal. SDA Principal will inform SDA Assistant Principal of the approval, and they will then notify the SDAF Board President and Council liaison. If preliminarily approved at the district level, the council liaison will make a presentation to the full council and to the Foundation Board of Directors (in that order) to obtain support of the capital campaign for the project. If necessary, the proposal will be sent to the Department of State Architects for further review. SDUHSD Director of Maintenance will determine this step.

**Step 3.** Director of Maintenance will meet with SDA Principal to review the proposal to determine if any modifications are needed.

**Step 4.** SDA Principal will notify SDAF Exec Dir. if the project has been approved.

**Step 5.** After final District approval is obtained, SDA Principal will notify Foundation.

- Step 6.** The Foundation may support the fund raising efforts by helping to:
- Create a fundraising plan and identify prospects
  - Create a presentation packet which could include a solicitation request letter, donation/pledge agreement, existing and proposed project photos or drawings, stats on usage, and other pertinent information
  - Identify potential donor benefits in keeping with District approved criteria and Foundation donor recognition programs. Acknowledge donors in a written letter.
  - Manage funds in accordance with standard business practice.

### **Sign off sheet for steps to the attached procedures for Capital Projects**

All capital improvements must be approved at the SDA Administration and SDUHS District levels before any fundraising can be done. Improvements and any replacements thereof including maintenance, become the property and responsibility of the District. District policies states that all projects over \$15,000 are subject to competitive bidding procedures. Please read the attached procedure carefully and follow the steps as indicated. Each step must be signed before moving on to the next.

		<b>Date</b>
<b>Step 1.</b>	_____ SDA Principal	_____
	_____ SDA Assistant Principal/Facilities	_____
	_____ SDAF Executive Director	_____
	_____ Teacher, Advisor or Coach, _____ Council	_____
	_____ Council Chair	_____
<b>Step 2.</b>	_____ SDUHSD, Director of Maintenance Operations	_____
	_____ SDA Principal	_____
	_____ SDA Assistant Principal/Facilities	_____
	_____ Council Chair	_____
	_____ Executive Director, SDA Foundation Board	_____
<b>Step 3.</b>	_____ SDUHSD, Director of Maintenance	_____
	_____ SDA Principal	_____



- Step 4.** \_\_\_\_\_ SDA Principal \_\_\_\_\_  
 \_\_\_\_\_ Teacher, Advisor or Coach, \_\_\_\_\_ Council \_\_\_\_\_  
 \_\_\_\_\_ Council Chair \_\_\_\_\_
- Step 5.** \_\_\_\_\_ SDA Principal \_\_\_\_\_  
 \_\_\_\_\_ Executive Director, SDA Foundation \_\_\_\_\_
- Step 6.** \_\_\_\_\_ Executive Director, SDA Foundation \_\_\_\_\_

**POLICY FOR ACCEPTING, RECOGNIZING & COUNTING CAMPAIGN GIFTS**  
**Gift Acceptance**

1. SDAF retains the right to decline gifts that are not in keeping with its mission or are not in its best interest to accept. Gifts of unimproved real estate cannot be accepted.
2. Acceptance of gifts of \$5,000 or more must be approved by Executive Director (ED) & Finance Committee
3. Gifts of stock (including closely held stock), gifts in kind, gifts of real estate and gifts in any amount that include conditions defined by the donor, must be approved and accepted by the E.D., Finance Committee and school Principal.
4. All pledge agreements must be reviewed / approved by the President & signed by E.D.

**Gift Counting and Acknowledgement**

5. Gifts already received by or pledged to the PAC campaign prior to adoption of this policy will be included in campaign totals.
6. Outright gifts to the campaign in the form of cash, improved real estate and marketable securities will be credited to the campaign at face value on the day the gift leaves the donor's control, according to IRS requirements.
7. Pledges to be fulfilled within three years or fewer, which are documented by written agreements signed by both donor & the E.D. will be credited at full amount pledged.
8. Bequests realized during the campaign will be credited at the amount received.
9. Future (revocable) bequest commitments from donors will be acknowledged and, if properly documented (i.e. - a copy of the specified page in the will or the dollar amount is specified), will be credited and reported in a separate gift expectancy total.
10. Irrevocable deferred gifts, if properly documented, will be credited, for purposes of campaign totals, towards the endowment goal at full current values. Once credited, the gift can be used for any purpose allowed by the donor.
11. Gifts awarded by companies to match gifts of their employees will be acknowledged to both company and employee, and will be recognized as part of the individual employee's gift, unless the company requests separate recognition.
12. Gifts-in-kind will be recognized in a separate gifts-in-kind list without amounts. Exceptions may be made by the E.D. & Finance Comm. - e.g. for construction services and materials.
13. According to IRS requirements, donors must provide at their own expense qualified appraisals of personal property and real estate gifts of \$5,000 or more.
14. Unless a specific agreement is reached between the donor and SDAF Board, every gift of stock will be sold through the designated fund holder according to the timeline stated in their organization policy and approved by the Board.
15. The generosity of donors will be recognized according to the donor appreciation plan. All donors will receive prompt documentation of their gift for tax purposes, plus acknowledgement related to the gift level.

16. Gifts to the endowment fund will be included in campaign totals.
17. Funds will be managed *in accordance with the policies set forth by the Finance Committee and Executive Director and approved by the Foundation Board*

## **SCHOLARSHIPS**

### **Graduating Senior Scholarships**

The SDA Foundation raises funds to support scholarships for graduating seniors, including the Let Us Invest, Essence of the Academy and Teacher Appreciation scholarships. SDAF maintains a designated account for senior scholarships. The scholarship account is funded from the following sources:

- SAT and ACT Test Prep Fees – SDAF partners with outside vendors to sponsor practice tests and test prep classes throughout the school year. A portion of the proceeds supports the scholarship account. Test fees are collected by the test prep organizations and a check is issued to the Foundation.
- Teacher Appreciation donations - This is a special appeal that allows parents to donate to the scholarship fund in the name of a special teacher. An appeal letter is sent to all parents in May. Donations are processed through the Foundation office and teachers are notified of donations made in their name.
- Holiday/ Gift Donations – These are donations made by SDA teachers in lieu of holiday gifts. Checks are written to the SDA Foundation and tallied along with any cash donations by the SDA Counseling secretary using the SDAF deposit form available online at [www.sdafoundation.com/downloads/forms](http://www.sdafoundation.com/downloads/forms).
- Designated (Named) Scholarships – Hansens Surfshop, Clayton Liggett  
Specific criteria are attached to these funds. As the donations are received, they are deposited into the SDAF scholarship fund and distributed according to donor approved criteria.

### **Scholarship Awards and Disbursements**

Following is the procedure for awarding scholarships to graduating seniors:

1. The SDA Scholarship Committee - made up of SDA staff members and a Foundation Board member – reviews criteria and recommends recipients for each scholarship.
2. The Foundation member submits the recommendations to the Foundation Board for approval.
3. Once the recipients are chosen, the Foundation provides scholarship award letters to the Counseling department for each of the recipients to be presented at Academy Awards Night. The scholarship award letter provides the instructions to the student

for disbursing the scholarship funds to their designated college including: student class registration information and name and address of the student's college.

4. Once student is enrolled and receives their class schedule, the necessary documentation is sent to the Foundation per the letter instructions.
5. Foundation CFO issues a check to the college for the scholarship funds and ED sends check with an instruction letter directing the funds to the student account.

### **Establishing a Designated (Named) Scholarship at SDA**

From time to time, donors ask that a designated scholarship be established in memory of a specific person or for a specific activity or purpose. Any person, business or agency who would like to donate college scholarship money to create a designated SDA scholarship will complete the **SDA Foundation Scholarship Donor form**. This form asks for qualifications, type of scholarship, selection criteria and process, and dollar amount. Any money directed to that scholarship will be allocated and awarded based on the designated criteria. If you are contacted by someone wishing to establish a designated scholarship, please have them contact the Foundation office directly at [sdafoundation@sduhsd.net](mailto:sdafoundation@sduhsd.net) or call the Executive Director at (760)753-1121 ext. 5152.

### **Need based Scholarships**

It is the policy of the SDA Foundation that no student should be excluded from participation in an event or activity due to inability to pay for that event or activity. Need based scholarships may be available to students from council scholarship funds for trips, activities and competitions. Such students may be recommended through their teacher advisor or coach.

#### **Procedure**

1. The student fills out the Need-based Scholarship Form\* from the SDAF website, has it signed by their teacher advisor or coach and submits it to their counselor.

2. Counselor shall have the authority to determine the scholarship grant amount based on student need and available\*\* scholarship funding.
3. The student returns the completed Need-based Scholarship Form with the counselors signature, the approved grant amount and their check (if any) for the remaining funds to cover the event or activity to the council treasurer or team representative.
4. Treasurer or team representative will record the check on the Deposit form noting the scholarship amount and submit it to the Foundation office. Funds will be then be allocated to the trip or activity from the appropriate council account.

\* GRAD NITE SCHOLARSHIPS - Students will continue to use the Grad Nite registration form for scholarship requests. All requests will be submitted to the Counseling department. Student will return the form directly to the Foundation office with counselors signature, approved grant amount and their check (if any) for the remaining portion of the fee.

\*\* Councils will be responsible for providing information to the Counseling department about the amount of scholarship funding available for their specific events or activities.

### **NON-COUNCIL ACTIVITIES**

Student scholarship needs that fall outside of SDAF council related programs shall be directed to the Counseling department and coordinated through the Principal's office to determine funding source.

## **COMMUNICATION**

There are several effective ways to communicate information about your event or activity:

- |                               |  |
|-------------------------------|--|
| <b>SDAF BOARD MEETINGS</b>    | 2nd Tuesday of each month - Agenda e-mailed at least 2 days prior to monthly meeting.  |
| <b>FOUNDATION NEWSLETTER*</b> | issued 4 times per year and sent via e-mail. Alternates with school newsletter publication dates.  |
| <b>WEEKLY BULLETIN*</b>       | Weekly bulletin information form is online at <a href="http://www.sdafoundation.com/downloads/forms">www.sdafoundation.com/downloads/forms</a> . Information is included in Friday broadcast e-mail. |
| <b>SCHOOL NEWSLETTER*</b>     | issued 4 times per year and sent via e-mail.   |
| <b>ALL-CALLS</b>              | phone call to all SDA families – initiated by Principal. Used for major events, announcements and activities.  |
| <b>WEBSITE*</b>               | updated regularly with school and Foundation news  |

	Website update instructions are at <a href="http://www.sdafoundation.com/downloads/forms">www.sdafoundation.com/downloads/forms</a> .
<b>BROADCAST E-MAIL*</b>	used to send information or announcements about school & Foundation events and to solicit volunteers.
<b>STUDENT NEWSPAPER</b>	distributed to all students – SDAF runs monthly ads. Contact VP Marketing to schedule your event ad.
<b>TEACHER MAIL BOXES</b>	to communicate with staff - located behind copy room
<b>SCHOOL POSTERS</b>	to communicate with students and staff. Must be pre-approved by ASB/Rod Keillor in Room 70 <u>before</u> posting on campus.
<b>PRESS RELEASES*</b>	to provide information to the community. Pre-approved & coordinated by VP Marketing. Press contact information attached.
<b>MAILINGS*</b>	As needed – if more than 200 pieces, bulk mail should be considered.

\*See detail below

### **Information in the Foundation Forum Newsletter**

To have your committee's information included in the Newsletter:

1. The Foundation newsletter schedule will be sent to committee and council chairs at the beginning of each year.
2. To include information in the newsletter, email your article or announcement to the Foundation office [sdafoundation@sduhsd.net](mailto:sdafoundation@sduhsd.net) attn: newsletter editor.
3. Newsletter editor will review your information and edit if necessary.

### **Announcements in the Weekly Bulletin**

E-mail your announcement to the **Weekly Bulletin** coordinator by Wednesday of each week. ([Maureen.keyohara@sduhsd.net](mailto:Maureen.keyohara@sduhsd.net) is current coordinator.) Please use the Weekly Bulletin form on the website at [www.sdafoundation.com/downloads/forms](http://www.sdafoundation.com/downloads/forms). Be sure to indicate how many weeks you would like your announcement to run.

### **Information on the Foundation page of the School Newsletter**

The production schedule with deadlines is published at the beginning of each year. If you would like to include information in the school newsletter, check with the Foundation president for scheduled dates and email your article or announcement to the Foundation President to be included in the publication.

### **Information on the Foundation website – [www.sdafoundation.com](http://www.sdafoundation.com)**

The SDA Foundation maintains a proprietary website for sharing information with parents, accepting online donations and selling fundraising items. The website can be accessed directly or through the school website [www.sdacademy.net](http://www.sdacademy.net).

1. **Council information posting** - Each council has a designated section on the website for posting information about their events and activities. Please follow the

instructions posted on the website for submitting your information. Posting instructions are located on the Foundation website at [www.sdafoundation.com/downloads/forms](http://www.sdafoundation.com/downloads/forms). Posted information will be reviewed for publication and published by the Foundation webmaster. Please allow one week for publishing your information. It is the councils responsibility to keep their online information updated.

2. **Ticket processing** - If your event or activity requires on-line access to pay for tickets or other items through the Pay-Pal account, please contact the webmaster [sda.alumni@gmail.com](mailto:sda.alumni@gmail.com) with the event information. Due to credit card processing fees, tickets or items under \$25 will not be sold online. Please allow three weeks for posting your information.
3. **Online Advertising** – If your event or activity requires posting photos or flyers online for your event, please contact the webmaster with the details at [sda.alumni@gmail.com](mailto:sda.alumni@gmail.com) Please allow three weeks for posting your flyer or photos.

### **Broadcast E-mail – Constant Contact**

SDAF has contracted with an outside vendor to facilitate sending e-mails to SDA families. Constant Contact is used each Friday to send school information including the weekly bulletin, school newsletter, and other important school communications about on-campus activities. This weekly e-mail is sent from the Principal's office and is a useful way to communicate with all school families. Any information about Foundation events or activities published in the Weekly Bulletin will be included with this e-mail.

1. **All School E-mails** - There is a Foundation approved format for sending broadcast e-mails to all school families directly from the Foundation. To maintain consistency and accuracy in our e-mail communications with parents, please coordinate with VP Marketing if you wish to send a specific e-mail to all families. Send your e-mail directly to the VP Marketing who will coordinate formatting, inserting, and scheduling it through Constant Contact. Having one source for this effort will ensure continued use of this valuable communication tool.
2. **Specific council member E-mails** – For those councils wishing to use Constant Contact for sending e-mails and monthly newsletters to their individual councils, please include VP Marketing on your distribution.

### **Information about Press Releases**

If your event is open to the public, you may want to provide information (press release and photos) to the local media using the Media Contact list. VP Marketing can help to draft a press release. Please contact VP Marketing prior to sending your press releases to any media outlets or websites. A final draft of any material that references the Foundation or uses the Foundation logo must be submitted to VP Marketing for approval prior to reproduction to insure coordination, consistency and accuracy.

### **Information about Mailing and Bulk Mail**

If you are preparing a mailing, contact the Foundation office for guidelines regarding use of the Foundation logo, stationary, mailing labels, etc. Allow as much "lead time" as

possible. If you are including a return envelope with your mailing, you can use a designated color and include an ATTN line so that donations are more easily directed to the proper council.

Academic council - Pink  
Athletic Council – White  
Theater council – Gold  
Music Council – Blue  
Grad Nite - Green

If you are sending 200 pieces or more, the Foundation bulk-mailing permit is available for your Committee/Council's use. Please note: your committee may save 50% or more on mailing costs through the use of bulk mailing.

The Post Office has very specific guidelines, which you must follow. Also remember:

- All bulk mailing must be done through the Encinitas Post Office (Gardenview Main Branch).
- A reservation must be made with Bulk Mail section of the PO at least one day ahead.
- Make arrangements with the Foundation CFO to pay with committee/council funds for all postal charges at the time of mailing.
- The exterior of your mailing, whether envelope or folded paper must show the correct Foundation bulk mailing stamp imprint and the Foundation return address.
- Contents of each envelope must weigh exactly the same amount to qualify.

If you have questions about bulk mailing call the Foundation office or email [sdafoundation@sduhsd.net](mailto:sdafoundation@sduhsd.net).

## CONFLICT OF INTEREST POLICY

### Article I

#### Purpose

The purpose of the conflict of interest policy is to protect San Dieguito Academy Foundation when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of San Dieguito Academy Foundation or might result in

a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable foundations.

## **Article II Definitions**

1. *Interested Person* - Any director, principal officer, or member of a committee/ council with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. *Financial Interest* - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which San Dieguito Academy Foundation has a transaction or arrangement,
  - b. A compensation arrangement with San Dieguito Academy Foundation or with any entity or individual with which the San Dieguito Academy Foundation has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which San Dieguito Academy Foundation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee/ council decides that a conflict of interest exists.

## **Article III Procedures**

1. *Duty to Disclose* - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committee/ councils with governing board delegated powers considering the proposed transaction or arrangement.
2. *Determining Whether a Conflict of Interest Exists* - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/ she shall leave the governing board or committee/ council meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee/ council members shall decide if a conflict of interest exists.
3. *Procedures for Addressing the Conflict of Interest*
  - a. An interested person may make a presentation at the governing board or committee/ council meeting, but after the presentation, he/ she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The chairperson of the governing board or committee/ council shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee/ council shall determine whether the San Dieguito Academy Foundation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee/ council shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the San Dieguito Academy Foundation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.



#### *4. Violations of the Conflicts of Interest Policy*

a. If the governing board or committee/council has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee/council determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV**

##### **Records of Proceedings**

The minutes of the governing board and all committee/councils with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee/council's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Article V**

##### **Compensation**

a. A voting member of the governing board who receives compensation, directly or indirectly, from the San Dieguito Academy Foundation for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee/council whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the San Dieguito Academy Foundation for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee/council whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the San Dieguito Academy Foundation, either individually or collectively, is prohibited from providing information to any committee/council regarding compensation.

#### **Article VI**

##### **Annual Statements**

Each director, principal officer and member of a committee/council with governing board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the San Dieguito Academy Foundation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **Article VII**

**Periodic Reviews** - To ensure the San Dieguito Academy Foundation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its

tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management conform to the San Dieguito Academy Foundation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

### **Article VIII**

#### **Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, San Dieguito Academy Foundation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

#### **Conflict of Interest Information Form:**

Name: \_\_\_\_\_

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in San Dieguito Academy Foundation's Policy on Conflicts of Interest) arising.

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I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of San Dieguito Academy Foundation that is currently in effect.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Frequently Asked Questions

### SDA FOUNDATION FACT SHEET

**MISSION STATEMENT:** We support the unique culture and quality programs of the San Dieguito Academy by generating financial resources and promoting active parental and community involvement.

#### **What is the Foundation?**

San Dieguito High School Foundation is a 501 © 3 non-profit organization. The Foundation is governed by a Board of Directors comprised of parent volunteers, student representatives and the school Principal. The Principal is a non-voting member of the Board. The Principal and student representatives serve as an important link to staff and student leadership and keep the Foundation accountable to serving priority needs of San Dieguito High School Academy.

#### **What does the Foundation do?**

The purpose of the Foundation governing board is to coordinate the fundraising and volunteer activities at SDA. The Foundation also serves as an umbrella organization to support the activities of the various Councils. The councils raise funds and provide volunteer support to the various programs within the school including: Academic teams, Student Support, Athletics, Grad Nite, Music and Theatre Arts. The day to day administrative activities of the Foundation are managed by an Executive Director reporting to the Foundation President.

#### **How are the Board elected?**

The Directors are elected at the annual meeting and hold office until the next annual meeting. Nominations are held in April and a slate posted. Elections are held at the annual May meeting.

#### **How are funds allocated?**

Contributions to the Foundation provide support to programs and activities that benefit every student on the campus.

General Fund - Undesignated donations help maintain the commitment to supporting the unique programs and culture of San Dieguito Academy through Curriculum Support Grants – Priority projects identified with the input of the Principal, teachers and Foundation board. These grants typically constitute the majority of the funds distributed to the school through the Foundation. In addition, the foundation also contributes to the scholarship fund for graduating seniors and provides funds for event hospitality throughout the year for teachers and staff.

Council Donations - earmarked to specific Councils provide funds to support both curricular and extra-curricular activities such as Music, Theater and Athletics. Grad Nite, a safe and sober event for seniors, is organized, coordinated and funded through the SDA Foundation.

**Why should I become involved in Foundation activities?**

The Foundation benefits all students at SDA. If your child is involved in any sports, drama, music, journalism, wood shop, art classes, science fair, speech and debate, photography or any of the other enriching educational programs at SDA, your donation of time or money will benefit that program and allow your student and others to pursue their interests and passions.

**What does the Foundation do to benefit new families?**

The Foundation hosts a parent orientation at the beginning of the school year to introduce new families to the Academy culture and explain the various ways that parents can continue to be involved in high school life. The Foundation also funds the SDAF website to keep parents informed about school, produces a monthly parent newsletter, hosts parents seminars throughout the year and provides curriculum support grants to teachers that benefit all SDA students.

**This is a public school, why should I have to contribute money?**

There is no requirement that parents contribute to the Foundation. However, as state and district budgets continue to shrink, every contribution helps to maintain the high quality programs at SDA that led to its recognition as a California Distinguished School - despite the fact that California schools rank 46<sup>th</sup> in the nation in funding per pupil! We need your support to maintain our tradition of excellence.

**What are some of the specific programs that have been supported through the Foundation?**

The general fund primarily supports curriculum development programs. These are projects that benefit all students and have included a computer lab, science equipment, video production facility, technology and supplies for social sciences, world languages, math, English writing lab, arts equipment, wood, auto and metal shops supplies and online subscriptions for the library media center. Parents also have the option to designate their funds to a particular department or program within the school.

**How can I get involved?**

There are several ways that you can support SDA - make a donation to help fill the ever widening budget gap, volunteer your time to help our school and teachers, use your business network to connect our school and our students to the wider community.

TO DONATE: go to [www.sdafoundation.com](http://www.sdafoundation.com) , call Sheila Durkin at 760-753-1121 ext 5152  
Or mail your check to SDAF – PO Box 235109 – Encinitas CA 92023

TO VOLUNTEER: Contact SDAF volunteer coordinator

TO MAKE BUSINESS CONNECTIONS: Contact 760-753-1121 Sheila Durkin ext 5152 or  
Jeanne Jones ext 5006.