



Policies & Procedures

Table of Contents

MISSION, BACKGROUND & PURPOSE	2
BOARD ORGANIZATION/BOARD COMMITTEES.....	2
FOUNDATION COUNCILS – Benefits and Responsibilities.....	4
DONORS/DONOR RECOGNITION.....	7
VOLUNTEERS/VOLUNTEER RECOGNITION.....	8
FUNDRAISING POLICIES AND PROGRAMS.....	9
Annual Appeal – Mid Year Appeal	
Special Events - Insurance	
Business Fundraising	
GRANTS.....	11
FINANCIAL PROCEDURES.....	12
CAPITAL PROJECTS.....	15
SCHOLARSHIPS.....	15
COMMUNICATION.....	17
CONFLICT OF INTEREST POLICY.....	20
SDAF FACT SHEET.....	24

SDA Foundation (SDAF) is the umbrella organization for all booster groups at San Dieguito High School Academy (SDA). Adherence to these Policies and Procedures allows SDAF to properly regulate, protect and insure our organization and to legally maintain our nonprofit status.

MISSION STATEMENT: It is the mission of SDA Foundation to collaborate to enrich every student's SDA experience.

BACKGROUND: SDA Foundation was established to bridge the gap between students' needs, and state and district funding, by raising 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 nonprofit public benefit corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3). SDAF must comply with all regulations governing nonprofit public benefit corporations.

Federal Tax ID: 33-0629427

California Corporation Number: 1873883

PURPOSE: The specific purpose of SDA Foundation is the raising and expenditure of funds to provide financial assistance for the educational programming at San Dieguito High School Academy.

SDAF Executive Board will periodically review SDAF's policies and procedures. Please contact SDAF Executive Director or any SDAF board member with suggestions or comments about policies and procedures.

SDA FOUNDATION ORGANIZATION

SDA Foundation board of directors is composed of current parents as well as the principal of San Dieguito High School Academy, the executive director of SDAF, and a student representative from ASB. Each director has one vote except for the principal, the executive director, and the ASB rep, who serve in an advisory capacity and cannot vote. The officers of SDAF are a president, chief financial officer and secretary.

The order of succession is: president, chief financial officer, secretary.

Directors and officers will be elected in the following manner:

A slate of proposed applicants should be submitted to SDAF board at the meeting prior to its annual meeting. At the annual meeting, the board elects, by a majority vote, the directors and officers for the next year.

Meetings of SDA Foundation board of directors are held monthly unless otherwise notified. *Members should arrive at least five minutes before the scheduled meeting time and have read all materials prior to the meeting.* To put an item on the agenda, notify the board president or executive director at least one week prior to the meeting. A brief written report may be submitted to the secretary for inclusion in the minutes.

An annual retreat for SDAF board will be conducted at the beginning of the academic year for the purpose of strengthening SDA Foundation through a sharing of ideas and recommendations. SDAF board of directors will set the date for the retreat.

BOARD COMMITTEES

All directors agree to be committed and accountable to the overall goals established by the principal and SDAF. To support the success of SDAF, each director may be responsible for overseeing at least one board committee. Board committees may include non-directors as well as members of the community who do not have students at SDA. Types of board committees may include, but are not limited to:

Alumni Development Committee: responsible for identifying and re-connecting alumni to the school through regular communications to increase alumni participation and financial support.

Business Development Committee: responsible for developing long-term partnerships with local community businesses that provide financial and non-financial support to the SDA community.

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

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.

Grants Committee: responsible for collecting and reviewing grant requests and making recommendations to the full board for the awarding of grants.

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

Special Event Committees:

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

Other Events: responsible for planning, coordinating and implementing other events approved by the board.

FOUNDATION COUNCILS

BECOMING A COUNCIL (BOOSTER GROUP) OF SDA FOUNDATION

SDA Foundation is open to councils which meet the following criteria:

- ◆ Have a minimum of 3 adults who are contributing members of SDA Foundation.
- ◆ Have a written mission statement.
- ◆ Have written policies and procedures consistent with SDAF policies & procedures.
- ◆ Obtain approval from SDAF board.

BENEFITS OF SDA FOUNDATION

SDA Foundation enables councils to:

- ◆ Be identified with SDA Foundation, the only nonprofit organization authorized by San Dieguito Union High School District to raise funds for San Dieguito High School Academy.
- ◆ Legally solicit funds and grants as a nonprofit 501(c)(3) corporation.
- ◆ Be covered by SDAF umbrella liability insurance coverage.
- ◆ Benefit from administrative, accounting and fund-raising services provided by SDAF staff.
- ◆ Benefit from SDAF merchant services (credit card processing, PayPal donations and online ticket sales)
- ◆ Benefit from SDAF website, e-mails, parent presentations, press releases and mailings in which your council is promoted and directed donations are solicited.
- ◆ Benefit from community business exposure via an organized fundraising effort.
- ◆ Benefit from Mustang Fund distributions through curriculum support grants.
- ◆ Have an arena in which to network with and support other councils.
- ◆ Have a sounding board for unique problems and needs.

FOUR BASIC RULES OF SDA FOUNDATION

In order to comply with nonprofit corporation law and insurance requirements, councils and committees must follow SDAF bylaws and must, at a minimum, adhere to the following rules:

#1 Support mission and goals of SDA Foundation. Accept, articulate and advocate the work of SDA 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

#3 Keep and provide records to SDAF to comply with insurance requirements. Maintain lists of officers and council/committee members, and keep minutes of all council and committee meetings. Send lists and minutes to sdafoundation@sduhsd.net

#4 Get SDAF board approval for contracts exceeding \$1,000. Comply with SDAF policies & procedures regarding all contracts and, for contracts exceeding \$1,000, first obtain SDAF board approval.

RESPONSIBILITIES TO SDA FOUNDATION

A council has the responsibility to:

- ◆ Familiarize its members and ensure compliance with SDAF policies & procedures.
- ◆ Provide feedback to SDAF board through its designated council liaison.
- ◆ Follow SDAF guidelines for the collection and disbursement of funds.
- ◆ Provide a copy of council policies and procedures to SDAF.
- ◆ Provide a list of council members to SDAF.
- ◆ Submit a copy of written minutes of every meeting to SDA Foundation office.
- ◆ Carry out business and community contacts via a coordinated and united process.
- ◆ Participate in a coordinated effort in accordance with fundraising guidelines.
- ◆ Promote SDAF sponsored special events and fundraising activities.
- ◆ Promote SDAF by sharing information about SDAF with other parents & community members.
- ◆ Contribute a percentage of annual gross revenue to SDAF's general fund to cover a portion of the business costs incurred by SDAF in support of council efforts, in accordance with SDAF March 2018 Approved Chargeback Policy.

FUNCTIONS OF A COUNCIL CHAIR

- ◆ Regularly attend council meetings.
- ◆ Ensure your council members understand SDAF policies regarding fundraising, insurance requirements, and legal compliance with IRS regulations for nonprofit corporations.
- ◆ Communicate your council's needs, concerns, news and financial status to your SDAF liaison, and communicate similar information back to your council.
- ◆ Request up-to-date accounting report from SDA Foundation office prior to your regular council meeting. Allow three to four days after month-end for report preparation.
- ◆ Ensure your council completes and submits in a timely manner all deposits and requests for reimbursements, with appropriate documentation as needed (see section on money).
- ◆ Ensure your council provides a yearly accounting of income and expenses (budget) to SDA Foundation office. Yearly budget is due by May 30th.
- ◆ Ensure your council maintains and reports a list of names for recognition by SDAF, so that all contributors are appropriately recognized according to federally required tax reporting rules.
- ◆ Ensure coordination of fundraising activities with SDAF.
- ◆ Ensure your council maintains a notebook of activities and communications for your successor and SDAF.

In the month of April:

- ◆ Submit preliminary fundraising events/dates for coming school year to SDAF Executive Director for consolidation and presentation at SDA master calendar meeting, and for submission to SDAF's insurance carrier in order to renew coverage.

In the month of May:

Complete and submit, by May 30th, your council's budget for the next year to SDAF office.

In the month of June:

- ◆ Prepare a complete report on your SDAF activities, your council's status and any other pertinent information to be passed on to your successor.
- ◆ Review your council's current policies and procedures and submit any changes for the next year to SDAF board.

HOW DO COUNCILS AND COMMITTEES BECOME INACTIVE?

- ◆ Determine that your group can no longer function as a council or committee.
- ◆ Notify SDAF board of directors, in writing, of the situation.
- ◆ Reconcile financial accounts with SDAF office and close all outstanding accounts.
- ◆ Direct any remaining funds to the Mustang Fund.

DONOR RECOGNITION

Donation Policy

All donations of cash, goods and services are acknowledged by electronic or postal mail as soon as possible. An additional personal thank you from individual councils is encouraged.

Individuals and businesses that 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/. The responsibility for the success of this recognition is dependent upon accurate recordkeeping and timely submission of donor information. If you receive donations for any event or activity, complete the **donor form** and provide a copy to SDAF 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. This donor appreciation plan is intended to ensure consistency in honoring donors, provide an opportunity to educate and cultivate donors, and 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 SDAF president and listed in the Annual Report.
2. Donors at \$250 or higher, in addition to the above, will receive a thank you phone call from a SDAF director within two weeks of receipt of their gift.
3. Donors at \$1,000 or higher, in addition to the above, will be invited to attend a private event with the school principal, SDAF president and executive director.
4. Donors at \$10,000 or higher, in addition to the above, will receive prominent public recognition on campus, acknowledgement in a thank you ad in the local press at the end of the school year, and customized recognition and personal attention of SDA president and executive director. Donor approval required for all public acknowledgement.

VOLUNTEERS

Participation

Volunteers are *critical* to the success of SDA and SDA Foundation. Volunteers get behind the fundraising efforts making it possible for SDAF to provide the support needed to make a positive difference in the high school experience of every student at SDA.

At the start of the school year, SDAF asks parents to designate their volunteer preferences and uses this information to generate lists of volunteers to send 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, contact the volunteer coordinator.

Recognition

It is critical to maintain accurate records of volunteer activities both for recognition and for insurance purposes.

Use the **volunteer form** at <https://sdaf.formstack.com/forms/volunteer> to record information about volunteers for your events and activities.

FUNDRAISING

SDA Foundation is dedicated to consolidating and strengthening the fundraising efforts of all of the councils and committees. It is SDAF's policy to have member fundraising activities accomplished through approved fundraising avenues. SDAF believes that optimum results and positive community relations occur when all participants comply with SDA Foundation fundraising policy.

Calendar Planning

In the month of April, councils and committees should submit their preliminary fundraising events/dates for the coming school year to SDAF Executive Director for consolidation and presentation at SDA master calendar meeting, and for submission to SDAF's insurance carrier in order to renew coverage. Any event or activity added after the new insurance policy period commences on July 1st may be charged an additional premium.

FUNDRAISING PROGRAMS

Annual Appeal

The Annual Appeal Campaign begins in July, with a request to all parents for contributions and/or volunteer support. This initial communication briefly describes SDA Foundation goals and requests that parents make their contribution to the SDAF Mustang Fund.

Mid-Year Appeal

SDAF board will determine if a mid-year appeal is warranted, based on results of early fundraising goals. The mid-year 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 generate income without undertaking a major event or activity and may include programs such as Amazon Smile, e-scrip and restaurant nights.

Restaurant fundraisers are typically organized by councils and ask parents and students to patronize a designated restaurant which has agreed to donate a percentage of a night's proceeds to SDA.

1. After making initial contact with the restaurant, call or email SDA Foundation office at least 3 weeks prior to event to ensure the event is included on SDAF website's **dine-out calendar**. This will identify the sponsoring council and ensure that proceeds are allocated to the correct council or team. Coordinating events with other councils gives each council the opportunity to promote and market their event to the entire school community.
2. Contact SDAF if the restaurant needs a tax ID letter, or a W-9 request for taxpayer identification/certification.
3. After event is held and proceeds are sent to SDAF, funds are deposited in the council's account and appear on its monthly P&L report.

Special Events

Fundraising events by SDAF and councils must be coordinated so that business solicitations, event marketing, ticket sales, etc., will not overlap another event.

Insurance Requirements

A **Certificate of Insurance** (COI) must be obtained for all events held off-campus (*e.g.*, Encinitas Community Center). Notify SDAF office at least two weeks prior to event to obtain the required COI.

Liquor liability coverage must be obtained for any SDA Foundation or council-sponsored event where liquor will be served. Contact SDAF office with any questions.

There is **NO** alcohol permitted at events where students are present.

Business Fundraising

SDA Foundation coordinates all business fundraising/contacts within our community for purposes of consistency and in order to track and maintain a list of business donations through the donor database.

Cash donations and "in kind" donations are two types of contributions accepted by SDAF. If your council or committee needs in-kind donations (*e.g.*, food, beverages, raffle items, prizes) contact SDAF office, identify your event and specific need, and discuss solicitation options.

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 in the SDAF office and [online](#). 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 SDAF 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 SDAF office.

IMPORTANT: 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

Contracts with vendors, sponsors or any outside group can only be signed by SDAF Executive Director. Neither parents nor coaches/staff members are authorized to bind SDA Foundation in contractual agreements. No exceptions.

New Fundraising Plans/Ideas

Councils are encouraged to propose significant fundraising event ideas to SDAF. Proposals will be reviewed by the fundraising committee and presented to SDAF board for approval. All information should be submitted in writing and include the proposed event dates, venue, and a preliminary budget.

GRANTS

Grant Writing

Researching, writing proposals and obtaining grants from outside foundations is part of the fundraising strategy of SDA Foundation. In order to maintain consistency and coordinate our efforts, SDAF's Executive Director reviews and coordinates all grant submissions with the grants committee. Once the grants committee reviews the final proposals, they are submitted to SDAF's board of directors 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 potential sources of funds. The San Diego Foundation www.sdfoundation.org maintains a database of funders organized by region and areas of interest. This database is made available to nonprofit organizations free of charge and can be accessed at the San Diego Foundation office. The San Diego Foundation has staff on duty who may be available to train users to access the database. Check its website for office hours and staff availability.

Once you have identified potential funders, contact SDAF Executive Director to coordinate grant research and avoid duplicating efforts among the councils. The Executive Director will then provide updated information on grants to the grants committee at their next meeting.

Proposal Writing

After you have identified potential grant prospects, contacted SDAF Executive Director and determined that your project meets the criteria for funding, the next step is to draft the grant proposal. Follow the steps outlined by the funder and draft the outline for your proposal or Letter of Intent (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. SDA Foundation office has grant samples and resource materials.

Submit all grant proposals to SDAF for signature by SDAF's Executive Director.

Funders will not accept proposals from individuals or council members without proper signatures, board approval, financials and documentation of nonprofit status.

Tracking

After the grant is submitted, it will be tracked by SDAF to determine status. SDAF will report back to the council representative or board member when the grant determination is received. If the grant is approved by the funder, SDAF 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, SDAF may contact the funder for feedback and possible resubmission at a later date.

FINANCIAL POLICY

As a nonprofit 501(c)(3) corporation, SDA Foundation must follow generally accepted accounting procedures (GAAP). In addition, as a tax-exempt organization, SDAF must annually file with the IRS a *Return of Organization Exempt From Income Tax* (Form 990) which reports a significant amount of financial information. Therefore, it is critical that councils follow all financial transaction and reporting procedures.

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. Contact SDA Foundation office if you have questions about a financial transaction or need clarification.

FINANCIAL PROCEDURES

General Procedures – Council Revenues and Expenses

1. Each council should have procedures for handling funds in its own written and approved policies and procedures. A copy of each council's policies and procedures must be on file in the SDAF office and comply with any requirements imposed by law, the school site and school district, as well as SDAF's insurance carrier.
2. Each council must have funds on hand in its account to cover all requested disbursements.
3. All checks accepted by the Foundation or its councils must be made out to **SDA Foundation** and may include the council name. 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, and checks that are mailed must be mailed to the Foundation post office box – NOT to council or team members' home or business address.

5. Each council must submit monthly minutes of its meetings to the Foundation office sdafoundation@sduhsd.net so that approved expenses and disbursements are noted.
6. By May 30th, each council must submit its approved budget for the next school year to the Foundation office.

Deposits Collected by Councils

1. Complete a **deposit form** for both cash and check deposits, and deliver all deposits to SDA Foundation office. (A **deposit form** is attached and is available [online](#).) Get a signed receipt (copy) for your records from the Foundation representative when delivering cash deposits. **Do not leave cash in the Foundation office without getting a signed receipt.**
2. Funds collected must be deposited within 14 days of collection.
3. Any funds earmarked to a particular council will be credited 100% to that council. If there is a sub-account breakdown for the funds collected (*i.e.*, by team, committee or event) note it on the deposit form.

Deposits Collected through SDA Foundation

1. 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 office. The council treasurer or a designated council member should check the council folder on a regular basis to ensure that council mail is picked up and deposits are recorded in a timely manner.
3. To deposit funds to your council account, use the [Deposit Form](#) and follow the above procedure.

Disbursements – Check Requests and Reimbursements

1. Before requesting a disbursement from SDAF, follow appropriate council or committee procedures for initiating a request for a check or reimbursement.
2. Complete the **check request form** and submit it with appropriate approvals and *all* required documentation (see form for instructions) to the Foundation office two to three weeks prior to event deadline or mailing date.
3. All **requests for reimbursement** must be accompanied by the appropriate *original* receipts and be submitted to the Foundation office within 14 days of the expenditure for which reimbursement is being requested.

4. **Deliver** the requests and documentation to the Foundation office or **mail** to:
SDA Foundation
PO Box 235109
Encinitas, CA 92023.
5. All funds disbursed by SDAF require authorized signatories (*i.e.*, persons authorized to represent an organization and bind it by their signatures). **Authorized signatories** for SDAF are: SDAF's Executive Director, board president, and one other board member; and all of their signatures must appear on the bank authorization card.

Financial Reporting

1. Each month, SDAF will send every council chair their financial statements ("financials") which include a balance sheet, profit & loss statement (P&L), and a year-to-date summary of revenue and expenses.
2. Councils may also request their financials by contacting the Foundation office. Allow two weeks to reconcile the council's accounting reports with the financials.

Credit Card and Online Payments

SDA Foundation accepts and processes donations and payments online (*e.g.*, through PayPal and via Square) as a convenience to donors and purchasers.

Councils/committees that wish to sell tickets or sell items for purchase online, should contact the Foundation office at least two weeks prior to the start of the event or activity.

Non-Budgeted/Emergency Funding

Emergency funding may be approved if fundraising is inadequate to cover program expenses. The council or committee must submit, in writing, a description of the emergency situation to SDAF's board president. An allocation of up to \$500.00 requires the approval of SDAF's board president. An allocation greater than \$500.00 requires the approval of SDAF's board of directors.

General Fund Disbursements

Money donated to SDA Foundation which is not otherwise designated or earmarked will be deposited into the Mustang Fund.

CAPITAL PROJECTS

A capital improvement project is one in which buildings or grounds at SDA are altered or modified in any way. This requires coordinated planning and effort between SDA and SDAF to ensure that: 1) the project meets capital needs and plans of the San Dieguito Union High School District and San Dieguito High School Academy; and 2) any fundraising effort does not conflict with other major fundraising efforts of the SDAF.

A proposal for a specific capital improvement must start with a presentation to SDAF board president, executive director, SDA principal and assistant principal of facilities, for initial consideration and project planning. Further review and approval is required by SDUHSD Director of Maintenance Operations. A proposal may also require approval by the Department of State Architects. After final District approval is obtained, SDAF must create and implement a fundraising campaign plan, including policies and procedures for accepting campaign gifts, before fundraising can commence.

SCHOLARSHIPS

Graduating Senior Scholarships

SDA Foundation raises funds to support scholarships for graduating seniors (*e.g.*, Let Us Invest, Essence of the Academy, Teacher Appreciation scholarships). SDAF maintains a designated account for senior scholarships which may be funded from the following sources:

- **SAT and ACT test prep fees** – SDAF partners with outside vendors to sponsor practice tests and test prep classes. A portion of the proceeds supports the scholarship account. Test fees are collected by the test prep organizations and a check is issued to SDA Foundation.
- **Teacher appreciation donations** – This appeal allows parents to donate to the scholarship fund in the name of a special teacher. SDAF sends an appeal letter in May. Donations are processed through the Foundation office and teachers are notified of donations made in their name.
- **Designated (named) and memorial scholarships** – Donors such as Hansens Surfshop, and Leucadia 101 Mainstreet, and foundations that grant memorial scholarships, establish the criteria for awarding their respective scholarships. Donations are deposited into the SDAF scholarship fund and awarded according to donor-approved criteria.

Establishing a Designated (Named) or Memorial Scholarship at SDA

Individuals, businesses, associations or foundations that would like to establish a scholarship for SDA students, in memory of a specific person, or for a specific activity or purpose, should contact the SDA Foundation office directly at: sdafoundation@sduhsd.net or call SDAF's Executive Director at (760)753-1121 ext. 5152.

SDAF's Executive Director will assist the donor in completing the **SDA Foundation scholarship donor form**. This form asks for type of scholarship, qualifications, selection criteria and amount of award. Any money directed to that scholarship will be awarded based on the designated criteria.

Procedure for Awarding Scholarships and Disbursing Award Money

1. The SDA Scholarship Committee - made up of SDA staff members and SDAF Executive Director – reviews criteria and recommends recipients for scholarships.
2. Once the recipients are chosen, SDA Foundation office 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 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.
3. Once student is enrolled and receives their class schedule, the student should send the necessary documentation to SDA Foundation per the award letter instructions.
4. SDAF issues a check in the amount of the scholarship award to the college and SDAF Executive Director sends check with a letter directing the funds to the student's account.

Need-based Scholarships

It is SDA Foundation policy 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 for Grad Nite, and from council scholarship funds for trips, activities and competitions. Students may be recommended for financial assistance through a teacher, counselor or coach.

Student financial needs that fall outside of SDAF council programs should be directed to the counseling department and coordinated through SDA principal's office to determine funding source.

Procedure for Granting Need-based Scholarship

1. Student fills out [Need-based Scholarship Form](#) from SDA Foundation website or, for **Grad Nite scholarships**, fills out Grad Nite registration form, and submits it to their counselor.
2. Counselor determines scholarship grant amount based on student need and available scholarship funding. Councils/committees must provide information to counseling department about the amount of scholarship funding available for their specific events or activities.
3. Student returns completed need-based scholarship form with counselor's signature, approved grant amount, and student's payment (if any) for the remaining funds to cover the event or activity, to council treasurer or team representative or, for **Grad Nite scholarships**, directly to SDA Foundation office.
4. Treasurer or team representative records check on the deposit form, noting the scholarship amount, and submits it to SDA Foundation office. Funds are then allocated to the trip or activity from the appropriate council account.

COMMUNICATION

Ways to communicate information about event or activity:

SDAF BOARD MEETINGS	2nd Tuesday of each month - Agenda e-mailed at least 2 days prior to monthly meeting.
WEBSITE & SOCIAL MEDIA*	updated regularly with school and Foundation news
WEEKLY E-BLAST E-MAIL*	used to send information and announcements about school & Foundation events and to solicit volunteers.
STUDENT NEWSPAPER	distributed to all students – SDAF runs monthly ads.
TEACHER MAIL BOXES	to communicate with staff - located behind copy room
SCHOOL POSTERS	to communicate with students and staff. Must be pre-approved by ASB teacher <i>before</i> posting on campus.
PRESS RELEASES*	to provide information to the community. Pre-approved & coordinated by the SDA Foundation office

MAILINGS*

As needed – if more than 200 pieces, bulk mail should be considered.

*See detail below

Information on the Foundation website – www.sdafoundation.com

SDA Foundation maintains a proprietary website for sharing information with parents, accepting online donations and selling fundraising items. Website can be accessed directly at www.sdafoundation.com or through the school website www.sd.sduhsd.net

- 1. Council information posting** - Each council has a designated section on the website for posting information about their events and activities. Follow the instructions posted on the website for submitting your information. Posted information will be reviewed for publication and published by the Foundation webmaster. Allow one week for publishing your information. It is the council's 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 Foundation's PayPal or Square accounts, contact the [SDA](#) Foundation office with the event information.
- 3. Online Advertising** – If your event or activity requires posting photos or flyers online for your event, contact the SDA Foundation office with the details

SDAF also uses social media to communicate with the SDA community. Social media and online communication by SDAF, including councils/committees, is governed by the SDAF Social Media Policy

Weekly E-Blast

SDAF has contracted with an outside vendor to facilitate sending e-mails to SDA families. MailChimp is used each Friday to send important school and Foundation communications about on-campus activities. This weekly e-mail is sent from the SDA principal's office and is a useful way to communicate with all school families.

- 1. All School E-mails** - There is an SDAF-approved format for sending broadcast e-mails to all school families directly from SDA Foundation. To maintain consistency and accuracy in our e-mail communications with parents, coordinate with the Foundation office if you wish to send a specific e-mail to all families. 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 MailChimp for sending e-mails, coordinates with the Foundation office.

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**. SDA Foundation office can help to draft a press release. Contact SDAF's Executive Director prior to sending your press releases to any media outlets or websites. A final draft of any material that references SDA Foundation or uses the Foundation logo must be submitted to the Foundation office for approval prior to reproduction to insure coordination, consistency and accuracy.

Mailing

When preparing a mailing, contact SDA Foundation office for guidelines regarding use of SDA Foundation logo, stationery, mailing labels, etc. Allow as much lead time as possible.

Bulk Mail Procedure

- If sending 200 or more pieces of mail, councils/committees may save 50% or more on mailing costs through using SDA Foundation's **bulk-mailing permit**. Make arrangements with SDA Foundation office to pay with council/committee funds for all postal charges *at the time of mailing*.

U.S. **Post Office guidelines** for **bulk mailings** *must* be followed:

- Do all bulk mailings through Encinitas Post Office (main branch on Gardenview).
- Make a reservation with the bulk mail section of Encinitas Post Office at least one day ahead.
- The exterior of mailing, whether envelope or folded paper, must show the SDA Foundation bulk mailing stamp imprint and SDA 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 .

CONFLICT OF INTEREST POLICY

Article I

Purpose

The purpose of this conflict of interest policy is to protect San Dieguito Academy Foundation (SDA Foundation) when it is contemplating a transaction or arrangement that might benefit the private interest of an officer or director of SDA Foundation, or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any state and federal laws governing conflicts of interest applicable to nonprofit and charitable foundations.

Article II

Definitions

1. *An Interested Person* – is any director, officer, or member of a council or committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below.
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 SDA Foundation has a transaction or arrangement;
 - b. A compensation arrangement with SDA Foundation, or with any entity or individual with which the SDA 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 SDA 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 a council/committee 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 a council/committee 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 council meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or council/committee 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 council/committee 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 council/committee 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 council/committee shall determine whether SDA 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 council/committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in SDA 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 council/committee 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 council/committee 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 councils/committees 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 council's/committee'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 SDA Foundation for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any council/committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SDA 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 council/committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SDA Foundation, either individually or collectively, is prohibited from providing information to any council/committee regarding compensation.

Article VI

Annual Statements

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

- a. Received a copy of the conflicts of interest policy;
- b. Read and understands the policy;
- c. Agreed to comply with the policy; and
- d. Understands SDA Foundation is a charitable organization and in order to maintain its federal tax-exempt status, must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the SDA 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 SDA 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, SDA 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 could potentially cause a conflict of interest (as defined in SDA Foundation's conflict of interest policy).

I hereby certify that the above information is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, SDA Foundation’s conflict of interest policy.

Date: _____

Signature: _____

Printed name: _____

SDA FOUNDATION FACT SHEET

It is the mission of SDA Foundation to collaborate to enrich every student's SDA experience.

What is SDA Foundation?

SDA Foundation is a 501(c)(3) nonprofit public benefit corporation created to support the unique culture and quality programs of San Dieguito High School Academy. SDA Foundation raises funds and organizes events that enrich every student's SDA experience. SDAF's volunteer board of directors are parents who are also local community and business leaders.

What does SDA Foundation do?

SDA Foundation coordinates the fundraising and volunteer activities at SDA and serves as an umbrella organization supporting the activities of SDA's councils and committees.

The councils act as booster groups, raising funds and providing volunteers to programs within the school including: Academic teams, Athletics, Grad Nite, Music, and Theatre Arts. Committees work with Student Support Services, our veterans and alumni.

The day-to-day administrative activities of SDA Foundation are managed by an Executive Director reporting to SDA Foundation Board of Directors.

How are funds allocated?

The SDA Foundation is the biggest donor to the school. Contributions provide support to programs and activities that benefit every student on the SDA campus.

Mustang Fund - Annual Appeal donations support the quality programs and unique culture of our school through grants to those projects which our principal, teachers and SDA Foundation board designate as priorities.

Council Donations - Specific council donations support curricular and extra-curricular activities such as Academic teams, Athletics, Music, Theatre and Grad Nite, which is a safe and sober event for seniors.

Why should I become involved in SDA Foundation activities?

SDA Foundation benefits **ALL** students at SDA. Your donation of time or money will touch every program and allow your child and their classmates to pursue their interests and passions.

How does SDA Foundation help new families?

SDA Foundation hosts a parent resource session at the beginning of the school year to introduce new families to SDA and explain the various ways that parents can be involved in high school life.

SDA Foundation also funds the SDAF website to keep parents informed about school, supports the school's weekly email, 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 a significant gap between state funding and what is needed to enrich your child's educational experience. Your voluntary contributions help to close that gap.

SDA Foundation funds a Shared Vision program developed with the principal, including extended library hours, tutoring, enrichment programs, senior scholarships, artist in residence, assistant coaches, mini-grants and more. Parents also have the option to designate their funds to a particular department, program or activity. Your donations are not required but your support is appreciated and helps to maintain our tradition of excellence.

What has SDA Foundation supported in the past?

- *The Mustang* student newspaper
- Counseling and career training
- After school tutoring
- Science equipment
- Link Crew for new students
- SDA Garden
- Technology and supplies for social sciences, world languages, math, arts, wood, auto and metal shop
- On-line subscriptions for the library
- Skateboard racks
- And much, much more!

How can I get involved?

There are several ways that you can support SDA - make a **donation** to help maintain our tradition of excellence, **volunteer** your time to help our school and teachers, or use your business network to **connect** our school and our students to the wider community.

To donate: go to www.sdafoundation.com/donate or email sdafoundation@sduhsd.net

To volunteer: go to www.sdafoundation.com/volunteer or email sdafoundation@sduhsd.net

To connect: email sdafoundation@sduhsd.net or call SDAF office at 760-753-1121 x5085