

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0013

Title: **Fundraising Monies and Grant Administration**

Effective Date: June 10, 2009

Submitted By: Governance Committee

Supersedes Date: June 11, 2008

Approved By: Board of Trustees

Rev. No: 2

1 Purpose

- 1.1 The purpose of this policy is to establish criteria for the administration of fundraising and/or grant monies for the benefit of the Benjamin Franklin Classical Charter Public School (BFCCPS).

2 Scope

- 2.1 This policy applies to all fundraising and grant efforts undertaken to benefit the BFCCPS, its students, faculty and/or staff. It also applies to any fundraising efforts that are communicated via BFCCPS sponsored means or use BFCCPS resources.

3 Responsibility

- 3.1 The BFCCPS Board of Trustees (BOT) is responsible for interpreting the provisions of this policy. The Head of School (HOS), the Parent Community Organization (PCO) President and the Benjamin Franklin Educational Foundation (the Foundation) President are responsible for implementing these policies within the organizations under their leadership.

4 Definitions

- 4.1 BFCCPS - The Benjamin Franklin Classical Charter Public School, chartered in 1995.
- 4.2 Foundation - The Benjamin Franklin Educational Foundation, a 501(c) (3) organization, founded to provide funding for resources in support of the BFCCPS' founding mission and for a permanent school facility.
- 4.3 PCO - The Benjamin Franklin Classical Charter Public School Parent Community Organization, also a 501(c) (3) organization, "enriches the educational and interpersonal experience of students, while fostering a sense of community and commitment among all families and staff".
- 4.4 AFP - Annual Fundraising Plan - A plan that coordinates all fundraising and grant activities of BFCCPS, the Foundation, and the PCO, for a given year. For each fundraising or grant activity, the plan includes its purpose or objectives, the intended donor group and beneficiaries, and its projected schedule/timeline

5 Policies

- 5.1 The BOT, school, PCO, and Foundation will jointly develop Annual Fundraising Plan (AFP). The AFP should be developed in April of each year, for the following fiscal year, before BFCCPS, Foundation, and PCO organizational budgets are final.
- 5.2 Fundraising efforts by the BOT, the school, the Foundation, and the PCO will adhere to the jointly developed Annual Fundraising Plan (AFP).
- 5.3 The objective or purpose of any fundraising effort must be clearly disclosed to the intended donor group at the start of the effort.
- 5.4 The purpose or objective of any fundraising activity or grant application must be compatible with the mission of BFCCPS and the strategic goals currently defined by the BOT.
- 5.5 All fundraising activities and grant applications not already identified within the AFP are subject to advance approval by the Head of School, other than those initiated by the BOT.
- 5.6 All monies raised via fundraising or grants by individuals or groups under the supervision of the HOS, intended to benefit the BFCCPS, its students and/or its employees, must be accounted for by the BFCCPS Business Manager and deposited in the school's primary bank account.
- 5.7 In instances where the Foundation or PCO is providing a grant to the BFCCPS for goods or services, BFCCPS will invoice the Foundation or PCO for the amount in question. This will ensure proper accounting and ownership records are established by both organizations.
- 5.8 In order to protect individuals involved in fundraising efforts, sound business practices must be used, such as having more than one person verify starting and ending cash balances; more than one person review the process for handling cash; keeping cash in a safe, locked location; etc.