



DOUGLAS
COUNTY
EDUCATIONAL
FOUNDATION

CHAPTER GUIDELINES

Community Support for Learning Excellence

The Board of Trustees of the Douglas County Educational Foundation (DCEF) is pleased to work with individual schools that wish to form a school chapter of the Foundation. Formation of a chapter is contingent on adherence to the guidelines outlined below. The Board of Trustees reserves the right to revoke a chapter school's application if these guidelines are not followed.

PURPOSE

The Douglas County Educational Foundation (DCEF) is a non-profit 501 (c)(3) foundation incorporated in the State of Colorado in 1990. The Foundation was created to provide resources to the Douglas County School District. The Foundation school chapters are created to provide resources that enrich the educational opportunities of students within their specific school. These resources may be in the form of funds (grants), materials and services.

MISSION

The mission of the Foundation school chapters must parallel the mission of the DCEF:
"The purpose of the Douglas County Educational Foundation is to develop private resources to enrich education within Douglas County schools for the fulfillment of lifelong learning experiences of our students, citizens and community."

STRUCTURE

The DCEF school chapter will be managed by a site-based committee composed of one or more representatives from the following groups:

- Parents
- Staff
- Administration
- Community
- Others

Committee members receive no compensation for their services.

POLICIES

Financial

The DCEF will administer financial contributions generated by the school chapter as follows:

- **Deposits:** The chapter representative will prepare funds for deposit by stamping the back of each check with the chapter's deposit stamp; generating a calculator tape or spreadsheet of the checks (if necessary); verifying the amount of cash to be deposited; filling out a chapter deposit slip (including a brief description of the funds being deposited); and depositing the money at any Wells Fargo Bank or placing the money in the schools safe to be picked up by the courier.

The representative sends a copy of the deposit slip and any accompanying calculator tape or spreadsheet to the DCEF on the day the deposit is placed in the safe for pickup or is taken to the bank by the chapter representative so that the funds may be correctly accounted for in the DCEF's bank account. Failure to promptly inform the DCEF of chapter deposits may result in an incorrect or delayed posting of those funds.

- **Disbursement of Chapter Funds:** To access funds to reimburse individuals or to pay vendors, the chapter treasurer will submit a Pay Voucher Form and appropriate documentation (i.e. **original** invoice or **original** receipt, grant award form/letter, minutes, etc.) to the DCEF. For individuals, checks will be issued and distributed the week following receipt of the pay voucher if the DCEF receives the completed documentation by Thursday of each week. If the reimbursement is for a DCSD employee, they will receive their reimbursement via direct deposit and will be paid within one to two weeks after the DCEF receives the pay voucher. If the district employee has never been reimbursed via electronic deposit, a check will be issued at the end of the month, future checks will be via electronic deposit. Checks issued to vendors and suppliers may be based on the net payment terms established with the DCSD Purchasing department.

Funds that will be distributed to the school or other district department should have a brief description of the project on the Pay Voucher or intra district transfer form, and documentation supporting the transfer of funds should be attached. For transfers of funds, a check will not be issued; the transfer will be made via a journal entry.

- **Income & Expense Reports:** A monthly income and expense report will be provided to the school chapter by the DCEF. Each chapter must keep a record of all deposits and disbursements for use in reconciling the chapter's records to the monthly reports generated by the DCEF.

Receipting for Donations

The school chapter is responsible for providing receipts for all cash and in-kind donations. It is advised the receipt be in the form of a thank you letter.

Interest On Bank Funds

The DCEF retains all interest earned on chapter funds as a means of recovering administrative expenses related to handling chapter funds and other chapter related activities (i.e. postage, checks and deposits, photocopying, etc.).

Communications

Chapters are required to forward minutes of school chapter meetings to the DCEF Program Coordinator regularly. The DCEF will facilitate two semi-annual chapter meetings each year in an effort to share ideas and assist the chapters in their fundraising and fund giving activities. **A representative from each Chapter must be present at these meetings.**

Promotion/Publicity

The school chapter shall be referred to as: "[Chapter Name], a Chapter of the Douglas County Educational Foundation". This title will be used on all correspondence, promotional literature, brochures, etc. **It is unlawful for the school chapter to utilize the title "[School Name] Foundation."** Any promotional materials, brochures, etc. developed by the chapter must be presented in rough draft form to the Douglas County Educational Foundation. Any suggested changes or corrections need to be made to the documents prior to printing. ***It is important that all communication pieces contain the proper information and wording regarding DCEF and its chapters, thus the need for this review process.***

Each chapter will submit a listing of all grants awarded (including grant name, recipient name, and a brief description of each project) to the DCEF at the end of each fiscal year (DCEF Fund giving Report). This information is needed so Chapter grant awards can be published in the DCEF Annual Report.

Allocation of Resources

The school chapter committee will govern the distribution of chapter resources. If a chapter votes to dissolve their chapter status with the DCEF, they may do so in writing to the DCEF. The communication shall be signed by the school's Principal and Chapter President and include a copy of the minutes from the chapter meeting where such decision was authorized as an attachment. To release the remaining funds, the dissolving chapter must submit a check request to the DCEF for the dollars remaining in their account along with the proper documentation detailing the educational projects that the remaining funds will be used for; or the dissolving Chapter may request that their remaining funds be designated for projects funded through the Douglas County Educational Foundation.

Liability Insurance

The DCEF maintains a liability insurance policy whereby all Chapters are included in the coverage as detailed in the policy. Any chapter planning an event off site or which involves physical activity of participants (i.e. fun runs, carnivals involving carnival rides, etc.) must submit a description of the event to the DCEF in writing prior to the scheduling or promotion of said event. This will allow the DCEF enough time to work with the insurance company to add policy riders, if necessary, at the expense of the chapter. Any questions, call the DCEF 303-387-0503.



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CHAPTER APPLICATION

Community Support for Learning Excellence

School Name: _____

Proposed Chapter Name: _____

Briefly explain why your school is interested in becoming a chapter of the DCEF:

Does the school chapter concept have the support of parents, staff and the PTO/PTA?

I have reviewed and will comply with the DCEF School Chapter Guidelines:

Principal Signature

Date

(Return this form to the Douglas County Educational Foundation, 620 Wilcox St. Castle Rock, CO 80104)

FOR CHAPTER USE ONLY

DATE RECEIVED: _____

REVIEWED BY: _____

APPROVED: _____

DATE: _____