

Douglas County Educational Foundation

# CHAPTER

❖ 2013-2014 ❖

# MANUAL

THIS BOOKLET INCLUDES:

Chapter Policies ❖ Chapter Benefits  
Chapter Contacts



DOUGLAS  
COUNTY  
EDUCATIONAL  
FOUNDATION

*Community Support for Learning Excellence*



# INTRODUCTION

*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's affiliation 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.

# CHAPTER POLICIES

## ❖ Bylaws ❖

The DCEF requires all Chapters to have a current set of bylaws on file. Please send an electronic copy of your bylaws to the DCEF's Project Accountant. For guidelines on what the bylaws document should contain, see the "Chapter Resources" page on the DCEF website.

Bylaws can be amended and a comprehensive set of bylaws will include provisions for doing so. Please forward an updated set of bylaws to the DCEF as changes are approved. These should be accompanied by the minutes from the meeting where the change(s) were approved.

Please make sure that your bylaws contain the following:

- Policy for the Dissolution of Chapter
- Conflict of Interest statement
- Procurement Policy

## ❖ Financial ❖

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

**Bank Account:** Each Chapter has one bank account maintained under the umbrella of the DCEF's bank account. An additional account to be used for "Scrip Cards" is available for each Chapter, also administered by the DCEF. As per district policy, **NO outside bank accounts may be set up for any reason.** Doing so may risk dismissal from the Foundation. A DCEF Chapter does not need to hold a minimum balance in its account.

**Online Payment Engines:** The DCEF uses Pay Pal as its online payment system. Each Chapter can set up its own Pay Pal account under the DCEF's umbrella account, customizing it to fit its needs. The DCEF staff will assist Chapters utilizing Pay Pal by training officers to set up an online "shopping cart" for fund raising purposes. This is a simple way for a school community to donate funds including recurring gifts, or make purchases online. A 2.20% fee is charged

on each payment. While there are many online companies that will facilitate fundraisers, auctions, and the sale of merchandise on your behalf, these companies must be approved by the DCEF and be able to interface with our existing PayPal account.

**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 school's 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 incorrect or delayed posting of those funds.

**Credit Cards:** The DCEF does not have a credit card that Chapters can use for purchases. As a volunteer-led organization, it is incumbent on the Chapter to make purchases and reimburse those making purchases on behalf of the Chapter. The DCEF does not allow Chapters to open a credit card account for Chapter use.

**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. Receipts must contain **only** the items and dollar amounts to be reimbursed - no personal purchases may be combined with purchases requiring reimbursement. Items requiring reimbursement **can** be shipped to home addresses. For individuals, checks will be issued and distributed the week following receipt of the Pay Voucher if the DCEF receives the completed documentation by the 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. Individuals should not pay vendors for services directly, but rather submit an invoice from the vendor with an accompanying pay voucher, creating a proper audit trail.

**Transfer of Funds:** Funds that will be used to reimburse the school or other District departments should be done on an Intra-District Transfer form and should have a brief description of the project, and supporting documentation. When transferring funds, a check will not be issued; the transfer will be made via a journal entry. Please transfer funds on no less than a **quarterly basis** and **DO NOT** wait until the end of the year to transfer all funds for the entire year.

**Income & Expense Reports:** A monthly income and expense report will be provided to the Chapter Treasurer 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. If a Chapter has a "Scrip" account or a DCEF Pay Pal account, the Chapter treasurer must also reconcile these accounts with the monthly report generated by the DCEF.

**Receipts for Donations:** The Chapter is responsible for providing receipts for all cash and in-kind donations. For donations of \$250 or more, the IRS requires documentation from the recipient in order for the donor to claim the contribution as a tax deduction. It is advised the receipt be in the form of a thank you letter. See the DCEF website for an example of a properly written donor acknowledgment letter.

**Interest from 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 ❖

The DCEF will facilitate two semi-annual Chapter meetings each year in an effort to share best practices and assist the Chapters in their fundraising and fund giving activities. **A representative from each Chapter must be present at these meetings.**

**Minutes:** Chapters are required to forward minutes of Chapter meetings to the DCEF Project Accountant regularly.

**Promotion/Publicity:** The Chapter shall be referred to as: "[Chapter Name], a Chapter of the Douglas County Educational Foundation". **It is unlawful for the Chapter to utilize the title "[School Name] Foundation."** This title will be used on all correspondence, promotional literature, brochures, etc. In addition, the DCEF logo must appear. Any promotional materials, brochures, etc.,



developed by the Chapter must be presented in rough draft form to the DCEF; any suggested changes or corrections must be made to the documents prior to printing. Please allow 72 hours for approval from the DCEF. **It is important that all communication pieces contain proper information and wording regarding DCEF and its Chapters, thus the need for this review process.**

## ❖ Chapter Activities ❖

**Raffles/Auctions:** The DCEF does not have a raffle license, therefore Chapters may not conduct a raffle. Please see the Colorado Secretary of State's website: [www.sos.state.co.us/pubs/bingo\\_raffles/bingoHome.html](http://www.sos.state.co.us/pubs/bingo_raffles/bingoHome.html) for more information. Auctions may be held, but outside companies that facilitate participants' payments online must be approved by the DCEF. This is to insure the protection of Chapter funds. Live animals are not allowed to be auctioned.

**Enrichment Programs:** At the elementary school level, a DCEF Chapter can sponsor an after-school enrichment program to provide this benefit to the school community. Chapters **CANNOT** use the operation of these programs as a fundraiser. Any fees collected for an enrichment program at the elementary school level must only cover the costs associated with the program.

**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 one week prior to the scheduling or promotion of said event. This will allow the DCEF enough time to work with the insurance company to request a certificate of insurance, or add policy riders, if necessary, at the expense of the Chapter. For questions, call the DCEF Project Accountant at 303-387-0503.

**Alcohol at Events:** Chapters can serve alcohol at events under the following circumstances: 1) The event cannot be held on school property; 2) No students can be present at the event; 3) All applicable state laws must be followed. If the Chapter event is held at a location that does not furnish a liquor license, it is the Chapter's responsibility to obtain and pay for the requisite permit from the municipality and/or event locale. The DCEF insurance does not cover Chapter members who serve or sell alcohol at a Chapter event, unless they are a third party vendor. Use of a third-party vendor to provide the sale and service of alcohol is recommended.

## ❖ Allocation of Resources ❖

The school Chapter committee will govern the distribution of Chapter resources. 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 the school year. This information is needed in order to facilitate proper accounting for DCEF Chapter funds and publication in the DCEF Annual Report.

## ❖ Dissolution of Chapter ❖

If a Chapter votes to dissolve its Chapter status with the DCEF, it 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. To release the remaining funds, the dissolving Chapter must submit a check request to the DCEF for the dollars remaining in its 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 its remaining funds be designated for projects funded through the Douglas County Educational Foundation.

## BENEFITS OF BEING A DCEF CHAPTER

***Money Raised for a School Stays at a School:*** All Chapter money stays at the school benefiting its students. The DCEF's administrative costs are covered by the interest earned on the monies held in its bank accounts and DCEF staff salaries are paid by the District. Thus, DCEF expenses are covered and 100% of the funds raised go to educational programs.

***Tax-Exempt Status:*** All donations made to a DCEF Chapter are tax-deductible within the limits of the law. Additionally, because the DCEF is a tax-exempt foundation, some of the donations a Chapter receives may be eligible for matching grant funds from donors' employers.

The DCEF is also exempt from sales tax when it comes to purchasing items. The exemption depends on the vendor and may require additional information to apply. If the vendor does not accept the exemption from sales tax when purchasing an item, the Foundation will reimburse the purchase price plus the tax paid. The DCEF maintains its tax-exempt status by filing tax returns,



IRS reports, and conducting an annual audit of its books. Some transactions may not be exempt from sales tax based on the nature of the activity. Please contact the DCEF for more information.

**Ease of Bookkeeping:** All Chapter funds are processed through the DCEF bank account, adding a layer of accountability and protection for those funds. At the end of each month, the DCEF prepares a report for each Chapter showing all transactions on its account. The DCEF also provides the Pay Pal portal and insurance for all Chapters.

**Credit Cards:** The DCEF has (5) credit card machines which Chapters may use for fundraising events. Chapters may accept VISA, MasterCard or Discover payments for pledges, etc. There is no rental fee for the machines, but there is a 2% fee charged on each transaction. These machines are rented on a first-come, first-served basis. Please call or email the Project Accountant to check availability. The machines can be picked up at the DCEF office the day before the event, and should be returned the day after.

**Concession Equipment:** The DCEF has established a partnership with Arapahoe Rental. Chapters may rent any item Arapahoe Rental carries at a 20% discount. Go to [www.arapahoerental.com](http://www.arapahoerental.com) for a complete listing, or contact them at 303-798-1328. Arapahoe Rental also carries concession supplies for your event, making them a one-stop shop.

The Foundation still offers two large 55-cup coffee percolators, a small public address system, and a portable grill for your free use. (See page 9 for more information.) Please visit the DCEF website for a listing of outdoor movie screen rental companies.

**Communication:** We are always available for Chapter officers to answer questions regarding fundraising and fund giving processes. In addition, when the DCEF becomes aware of fundraising opportunities which may be of interest the Foundation passes that information along to the Chapters. The DCEF also seeks to foster communication between Chapters through e-mail, written communication and semi-annual Chapter meetings.

**Community Nights:** The DCEF provides family-friendly, affordable entertainment for DCSD families, employees and community members through its partnerships with many professional sports teams and Metro Denver area attractions and events.

- DCEF maintains partnerships and marketing, sales and accounting functions for schools to participate in these fundraising events.

- DCSD families saved more than \$1.6 million through the community night events sponsored by the Kroenke Sports and Entertainment program alone.

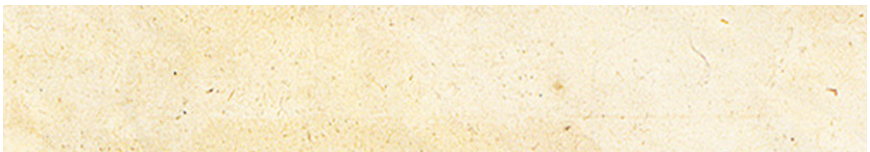
Funds raised through Community Nights are directly transferred to DCSD schools and/or DCEF Chapters. On average, this program has raised more than \$100,000 for DCSD schools each year. DCEF Chapters can assist the Community Night Ambassador at their school with the promotion of these events as they provide a great opportunity to increase funds for the school. Consider making an established Community Night one of your Chapter's community building or social activities to help increase school attendance.

***Professional and Collegiate Mascot and Special Guest Appearances:*** From time to time, DCEF Chapters and/or DCSD schools may wish to request the presence of a mascot, athlete or special guest to their school. Depending on availability and the school's participation in Community Night fundraisers, these requests may be made through the DCEF office.

***DCEF Partnership Program:*** The DCEF develops relationships with several constituencies, which benefits the DCEF through financial contributions. These relationships span from fundraising companies providing products for schools and Chapters to sell, to local and national companies offering discounts to students, families and employees.

***Fundraising Partners:*** The DCEF currently holds partnership agreements with numerous fundraising partners. These partners assist schools with developing tailored fundraising events, products and services specifically designed to showcase their school and their priorities.

- Fundraising partners provide a valuable resource for schools for special events and fundraising programs, as well as donations back to the DCEF in the form of event participation.
- The DCEF provides a vetting process that ensures that schools are dealing with credible fundraising organizations, and ensures accountability and transparency.
- Vendor Fairs are held periodically to introduce fundraising partners to DCEF Chapter leadership, and additional school-based fundraising groups.



## ❖ Renting the DCEF's Portable Grill ❖

The DCEF, in partnership with the DCSD Transportation Department, offers a large barbecue grill for use by Chapters. Below is more information on the equipment, its use and rental.

***What is provided?*** The grill is a 3 x 6 foot "tow behind" unit that can grill approximately 50 burgers at a time. It is powered by two liquid propane tanks. Do not use charcoal briquettes or lighter fluid with this grill!

***What does the Chapter need to provide:*** After its use, the Chapter is responsible for re-filling the propane tanks. (Information will be provided on where to do this. Unfilled tanks will incur a \$50 refilling fee). The DCEF does not provide any utensils for cooking, nor any of the food products. The person picking the grill up will need a vehicle with a 2" ball hitch attachment to transport the grill to and from the event location. The DCEF does not provide delivery service for the grill.

***Where can it be used?*** The grill should only be used for cooking out-of-doors, and should not be used in an enclosed area like a garage or under a ceiling or tarp. The grill should be placed at least 3 feet from any combustible materials.

***Cleaning the grill:*** The Chapter will need to clean the grill before and after use or the Chapter will incur a \$50 cleaning fee. Make sure to bring cleaning materials to the event. Once the grill is up to cooking temperature, go over the grate with a wire brush to remove anything left from the grill's last use. After cooking is finished, clean the grate with a wire brush. When the grill is completely cool, remove the grate and dispose of any debris from the top baffle and bottom of the grill. Please wipe down the grill cover as leftover grease collects dust and dirt. Dirty grills will incur at \$50 cleaning fee.

### ***How is the grill reserved?***

Call Theresa Carpenter at 303-387-0457, or email her at [tmcarpenter@dcsdk12.org](mailto:tmcarpenter@dcsdk12.org).

The Chapter is responsible for picking the grill up and returning it to the Service Center Complex / Transportation West, Building B, 2808 N State Highway 85, Castle Rock, CO 80109. Make sure to bring a vehicle with a 2" ball hitch.

**The grill will be ready for pick up by 9:00 a.m. the day of the event and should be returned by 7:00 a.m. the day after the event.**

## 2013-14 COMMUNITY NIGHTS

- SEPTEMBER 14 Colorado Rapids Night  
vs. FC Dallas - Dick's Sporting Goods Park
- OCTOBER 20 Lone Tree Arts Center Community Day  
*"Handsome Little Devils"* Matinee
- NOVEMBER 2 Colorado Avalanche Night  
vs. Montreal - Pepsi Center
- JANUARY 26 Denver Nuggets Night  
vs. Indiana - Pepsi Center

Visit the DCEF website for more information on these events!

## Douglas County Educational Foundation CHAPTER CONTACTS

### Cinamon Watson

Executive Director

303-387-0505

[cinamon.watson@dcsdk12.org](mailto:cinamon.watson@dcsdk12.org)

### Carol Stulz

Executive Assistant

303-387-0504

[carol.stulz@dcsdk12.org](mailto:carol.stulz@dcsdk12.org)

### Stacey Briggs

Marketing/Program Specialist

303-387-9382

[stacey.briggs@dcsdk12.org](mailto:stacey.briggs@dcsdk12.org)

### Alyson Plummer

Project Accountant

303-387-0503

[alyson.plummer@dcsdk12.org](mailto:alyson.plummer@dcsdk12.org)

### Krista Zizzo

Program Coordinator

303-387-0500

[krista.zizzo@dcsdk12.org](mailto:krista.zizzo@dcsdk12.org)

620 Wilcox Street, Castle Rock, CO

Phone: 303-387-0505 ❖ Fax: 303-387-0113 ❖ [www.dcefcolorado.org](http://www.dcefcolorado.org)