



Revised: November 18, 2021

Adopted: March 19, 2012

720 Fundraising Policy

The School Development Committee is a DaVinci Academy of Arts and Science Board of Directors committee.

I. PURPOSE

The primary purpose of the School Development Committee is to oversee the planning and administration of fundraising activities done on behalf of, on the property of, or utilizing the resources of the DaVinci Academy of Arts and Science. There is an immense fiduciary responsibility in using the DaVinci name. Although this committee does not control our fundraising partners, it is our hope that these partners cooperate in order to create a symbiotic relationship.

II. GENERAL STATEMENT OF POLICY

Fundraising is defined as the making of a direct donation to the school, or the purchase of an admission, service or tangible good, at a regular or special fundraising event or campaign of the school. The DaVinci Academy board shall be responsible for interpreting the provisions of this policy. The School Development Committee shall be responsible for the implementation of the provisions of this policy.

The planning and administration of fundraising activities will ensure:

- funds are being used primarily for the educational benefit of DaVinci Academy students and in accordance with the DaVinci Academy mission, vision and pillars,
- the DaVinci Academy community and community at-large are not over solicited,
- valuable time and talent resources (i.e. volunteers) are not used indiscriminately,
- fundraising results can be communicated to the DaVinci Academy community and/or the community at-large to create an environment of transparency and trust, and
- the DaVinci Academy of Arts and Science reputation is maintained at the highest caliber.

III. REGULAR FUNDRAISING PROJECTS

- A. Stakeholder Appeals. Fundraising appeals will be planned and administered by the School Development Committee. Monies from this will be used for supporting academic programs of the school.
- B. Golf Tournament. Upon approval by the board, a golf tournament will be planned and administered under the authority of the School Development Committee. Monies from this will be used by the school administration consistent with the purpose of the school's educational programs, including as articulated in the approved proposal.
- C. Selective Grants. The School Development Committee oversees and administers the selective grant writing process. The School Director or designee or board chair is responsible for approving, including signing as needed, any and all proposals and inquiries that are in accordance with the approved operating budget and strategic plans. Monies secured through grants will be used according to the stipulations of each grant agreement, and, if applicable, at the discretion of the board.
- D. Capital Campaigns. The School Development Committee shall administer project-specific capital campaigns that are intended to generate funds for purposes determined by the School Development Committee. Monies from capital campaigns will be used exclusively for the purpose established in the campaign itself.
- E. Paid Admissions; Small Revenue Events. Requiring paid admission to any activity sponsored by the school is considered a fundraising activity. Any monies raised by paid admission in excess of expenses will be used by the School Director or designee consistent with the purpose of the school's educational programs, including specific initiatives as authorized by the School Director or designee, in conjunction with the sponsoring organization, group or individual, and/or as articulated in the approved proposal relating thereto. The School Director or designee has authority to approve small-scale social events that are projected to raise less than \$1000.
- F. Rebates from Commercial Entities; Misc. Programs sponsored by the school or others generating a commission, rebate or referral fee on purchases between individuals and commercial entities shall not require approval by the board or development committee under this policy 703 unless the program requires use of the DaVinci name or logo.

IV. PROPOSING FUNDRAISING OPPORTUNITIES.

A proposal for a fundraising activity is required for all fundraising opportunities. A proposal for fundraising must include: 1) a narrative description of the activity; 2) a budget for the event itself, including the funds needed and/or expected; 3) identification of the proposed individuals/groups administering and/or operating the activity; 4) the purpose and/or project for which the monies will be used; and 5) an outline and due

date for a report summarizing the planning, operation and results of the fundraising activity, including without limitation a final statement of costs/revenue. The board or School Development Committee, may, in its description, require evidence of insurance of type and amount reasonable satisfactory to protect the school in the context of the proposed fundraising activity.

To do this, a Fundraising Event Application should be filled out and given to the School Director or designee or to the School Development Committee at the business office of the school at least sixty (60) days in advance of a regularly scheduled School Development Committee meeting . (See the [Fundraising Event Request Process](#) [to be linked] for more detail.) The School Development committee will work with the contact person to schedule the consideration at the School Development Committee.

All approved fundraising opportunities must be placed on the DaVinci Fundraising Calendar. For planning purposes, the School Development Committee will try to have all annual fundraising events placed on the Fundraising Calendar before the beginning of the school year. Although this is the goal, the committee understands there may be adhoc fundraising opportunities that come up during the school year. The committee will work with the requestor, but it is up to the discretion of the School Development Committee via the DaVinci Board of Directors.

If school policies are not followed, the School Development Committee reserves the right to deny approval for any event in future years.