

Canyon Crest Academy Foundation

Board approved Policies and Procedures  
Approved June 9, 2015  
revised 11/08/16

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## **BOARD GOVERNANCE**

### **Mission and Values**

The Canyon Crest Academy Foundation (CCAF or the Foundation) was founded for public benefit and operates to accomplish a well-defined, articulated mission:

Tax ID # 03-0542702  
[Letters of Determination](#)  
[By-Laws](#)

Based on the values of quality, responsibility and accountability, the CCAF Board of Directors, staff, and volunteers act in the best interest of achieving the organization's mission at all times.

Together, we will:

- Provide a single, unified fundraising effort
- Maintain and uphold our fiduciary responsibilities to our donors
- Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency and effectiveness.
- Respect the structure and responsibilities of the Foundation and uphold and implement policies adopted by the Board of Directors
- Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all of our activities in order to inspire confidence and trust.
- Avoid any activity that is in conflict with the conduct of our official duties;
- Respect and protect privileged information to which we have access in the course of our official duties
- Maintain effective communication with donors, students, parents and staff communities.

### **Relationship with Canyon Crest Academy**

The CCAF is a 501(c)(3) corporation serving as an auxiliary organization to Canyon Crest Academy (CCA). As such, the Foundation has a legal and business status that is distinct and separate from CCA. Through an advise and consent relationship, the school identifies and communicates funding priorities to the Foundation.

Volunteers and employees of the Foundation are not subject to the personnel policies of the school, but rather to the Foundation's own policies and procedures.

The CCAF, CCA and the District may enter into cooperative agreements, such as funding of the Foundation, shared staff or shared office space.

## **Committees of the Board**

**Executive Committee:** This advisory only committee is comprised of officers or a subset of officers and the Executive Director. Responsible for responding to time sensitive situations where issue needs to be addressed before next scheduled board meeting. Committee meets as needed to evaluate and gather information on time sensitive matters to present to the full board at the next meeting.

**Board Development committee:** Chaired by the Parent Volunteer Chair, researches opportunities for board training, cultivates new volunteers, solicits nominees for open board positions; interviews candidates and presents as needed or as a slate to the full board at the June meeting

**Finance and Budget:** Led by the VP, Finance and Budget Chair

**Marketing:** Led by the VP Marketing, develops and carries out marketing strategies and campaigns to promote Foundation events and successes. Maintains communications via various channels including social media, email and direct mail.

**Personnel and Policy:** Led by the VP, Administration, keeps current on need for new policies and policy updates, drafts new or updates board and personnel policies for review by full board

**Gala:** Coordinates the Foundation's annual celebration and largest fundraiser. The Gala Chair, if any, runs meetings, reporting to the Executive Director.

**Fundraising and Business Development:** Committee comprised of the VP, Fundraising and VP, Business Development. Creates an Annual Fundraising Calendar, approves requests for major fundraising events (over \$1000) and manages the passive fundraising calendar (i.e. restaurant nights, events raising less than \$1000)

**Grad Nite:** Led by the Grad Nite chair, plans annual celebration for the graduating class the night of graduation.

## **Ethics Policy**

The following code of ethics sets forth the standards the board expects from its Directors.

- To comply with the Board Director agreement
- To accept and abide by the legal and fiscal responsibilities of the board as specified by charter, bylaws, state statutes, and regulations
- To vote according to one's individual conviction, to challenge the judgment of others when necessary; yet be willing to support the decision of the board and work with fellow board directors in the spirit of cooperation
- To maintain the confidential nature of board deliberations and to avoid acting as a spokesperson for the entire board unless specifically authorized to do so
- To learn and consistently use designated Foundation channels when conducting Foundation business
- To comply with the conflict of interest policy and disclosure developed by the board
- To refrain from actions and involvement that might prove embarrassing to the Foundation and to resign if your actions cause such to happen. Do not cause a kerfluffle.
- To always make judgments on the basis of what is best for the organization as a whole

## **Confidentiality Policy**

It is the policy of the CCAF that Board Directors and employees of the Foundation may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Foundation to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Foundation has authorized disclosure. Board Directors and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for the Foundation. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidential information may include, but is not limited to, personnel information, donor information, closed session meeting discussion, and database content.

Board Directors and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Board Directors and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of the Director's term in office or upon the termination of an employee's employment, he or she shall return, at the request of the Foundation, all documents, papers and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

## **Conflict of Interest Policy**

This Conflict of Interest Policy is designed to help directors, officers, and employees (each a "Responsible Person") of the Canyon Crest Academy Foundation (the "Foundation") identify situations that present potential conflicts of interest, and to provide the Foundation with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a Responsible Person has or may have a conflict of interest with respect to the transaction.

### **Definitions**

- A "Family Member" is a spouse, parent, child, son- or daughter-in-law, brother, sister, or brother- or sister-in-law, of a Responsible Person
- A "Material Financial Interest" is a financial interest of any kind that is substantial enough to affect a Responsible Person's judgment with respect to the transaction
- A "Conflict of Interest" arises whenever the Foundation is considering a transaction with, or has a direct competitive relationship with, any of the following:
  - a. A Responsible Person or Family Member; or
  - b. A business or organization in which a Responsible Person or Family Member has a Material Financial Interest; or
  - c. A business or organization of which a Responsible Person is a director, officer, agent, partner, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.

### **Rules for Handling Conflict of Interest**

1. A transaction involving a Conflict of Interest may be approved by the Board of Directors of the Foundation if the material facts as to the transaction and the Conflict of Interest are fully disclosed or known to the board and the board approves the transaction in good faith by the affirmative vote of a majority of the directors currently holding office, provided that the interested director or directors may not vote and are not considered present for purposes of a quorum.

2. Prior to board action on a transaction that involves a Conflict of Interest, a Responsible Person who knows he or she has a Conflict of Interest and who is present at the meeting must disclose to the board all facts material to the Conflict of Interest. The disclosure must be reflected in the minutes of the meeting.

3. A Responsible Person who does not plan to attend a meeting at which the board is likely to act on a transaction involving the Responsible Person's Conflict of Interest must disclose to the board President, prior to the meeting, all facts material to the Conflict of Interest. The board President must report the disclosure at the meeting and the disclosure must be reflected in the minutes of the meeting. If the Responsible Person with the Conflict of Interest is the board President, then the required disclosure must be made to, and the required report to the board must be made by, the next highest ranking officer.

4. A person who knows he or she has a Conflict of Interest must not participate in the board's discussion of the transaction except to disclose material facts and to respond to questions. The person must not attempt to influence the board's action on the transaction, either at or outside the meeting. Prior to voting, the board must be given an opportunity to discuss the transaction without the person who has the Conflict of Interest being present.

5. The person with the Conflict of Interest must not vote on the transaction and must not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. The minutes of the meeting must reflect that the person did not vote.

6. A Responsible Person who is not a director of the Foundation, or who has a Conflict of Interest with respect to a transaction or direct competitive relationship that is not the subject of board action, must disclose to the board President of the Foundation any Conflict of Interest that the Responsible Person knows he or she has with respect to the transaction or direct competitive relationship. The disclosure must be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person must refrain from any action that may affect the Foundation's participation in the transaction or direct competitive relationship.

7. If it is not entirely clear whether a Conflict of Interest exists, then the person with the potential conflict must disclose the circumstances to the board President of the Foundation, who will determine whether there exists a Conflict of Interest that is subject to this Policy.

### **Gifts and Entertainment**

A Responsible Person must not accept gifts, entertainment or other favors from any individual or entity that (i) does or is seeking to do business with the Foundation; or (ii) has received, is receiving or is seeking to receive a scholarship, grant or loan or to secure other financial commitments from the Foundation; under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not prohibit the acceptance of items or entertainment of nominal value that are not likely to affect the Responsible Person's independent judgment on behalf of the Foundation.

### **Confidentiality**

Each Responsible Person must exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the Foundation. A Responsible Person must not disclose or use information relating to the business of the Foundation for personal profit or advantage.

### **Policy Review; Annual Disclosure**

1. Promptly after becoming a Responsible Person, and annually thereafter, each Responsible Person must review a copy of this Policy and acknowledge in writing that he or she has done so. Any changes to the Policy must be communicated immediately to all Responsible Persons.

2. Each Responsible Person must annually complete the disclosure form and submit it to the Recording Secretary or any other person designated by the President. The information on the forms must be treated as confidential and disclosed only when necessary.

### **Persons Concerned**

This statement is directed not only to Board Directors, but to all employees who can influence the actions of the Foundation. For example, this would include all who make purchasing decisions, all other persons who might be described as "management personnel" and all who have proprietary information concerning the Foundation



## **Whistleblower Policy**

### **Purpose**

Canyon Crest Academy Foundation ("Foundation") is committed to lawful and ethical behavior in all of its activities and requires its directors, officers, employees, and volunteers to act in accordance with all applicable laws, regulations and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The objectives of this policy are to establish standards and procedures to:

- prevent or detect and correct improper activities;
- encourage each Board director, officer, employee, and volunteer ("Reporting Individual") to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting, auditing or financial practices by the Foundation;
- ensure the receipt, documentation, retention of records, and resolution of reports received under this policy; and
- protect Reporting Individuals from retaliatory action.

### **Reporting Responsibility**

Each Reporting Individual has an obligation to report what he or she believes in good faith is a material violation of law or policy or any questionable accounting, auditing or financial practices by the Foundation or its officers, directors, employees, volunteers, contractors, agents or other representatives. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

- providing false or misleading information in financial documents, grant reports, tax returns or other external communications;
- providing false or misleading information to or withholding material information from the Foundation's auditors, accountants, lawyers, directors or other representatives involved in ensuring compliance with fiscal and legal responsibilities;
- embezzlement, private benefit, or misappropriation of funds;
- material violations of Foundation policies, including among others, any document retention, check-signing, personnel, investment, compensation, and travel reimbursement policies;
- discrimination based on race, gender, ethnicity, disability or another legally protected class; and
- facilitating or concealing any of the above or similar actions.

### **Reporting Complaints, Concerns or Questionable Practices**

Contact Information. To report complaints or concerns pursuant to this policy, Reporting Individuals should provide details in writing to the President or Vice President at Canyon Crest Academy Foundation, 5951 Village Center Loop Road, San Diego, CA 92130 or [president@canyoncrestfoundation.org](mailto:president@canyoncrestfoundation.org) or [vpadmin@canyoncrestfoundation.org](mailto:vpadmin@canyoncrestfoundation.org). In the event the President is involved in the complaint or report at issue, the Reporting Individual is not comfortable reporting to the President, or the President is otherwise unavailable, Reporting Individuals should contact any other member of the Foundation's Board of Directors. The names of the current directors may be found at [www.canyoncrestfoundation.org/about/board-directory](http://www.canyoncrestfoundation.org/about/board-directory). In the event the Reporting

Individual does not feel comfortable reporting complaints to any of the directors of the Foundation, the Reporting Individual should report complaints to We Tip 1-800-78CRIME.

**Content of Reports.** In order to facilitate a complete investigation, Reporting Individuals should be prepared to provide as many details as possible, including a description of the questionable practice or behavior, the names of any persons involved, the names of possible witnesses, dates, times, places, and any other available details. The Foundation encourages all Reporting Individuals with complaints or concerns to come forward with information and prohibits retaliation against any individuals raising concerns. Nonetheless, if a Reporting Individual feels more comfortable doing so, reports may be made confidentially and/or anonymously. Reports of concerns, and investigations pertaining to such reports, shall be kept confidential to the extent possible; however, consistent with the need to conduct an adequate investigation and the Foundation's obligation to investigate and correct unethical or unlawful practices, the Foundation cannot guarantee complete confidentiality or that the identity of the Reporting Individual will remain confidential.

### **Requirement of Good Faith**

A Reporting Individual reporting a complaint must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of law or policy.

### **Investigation and Response**

Foundation directors will investigate all reports filed in accordance with this policy with due care and promptness. Foundation directors will determine if the allegations are true, whether the issue is material, and what, if any, corrective action is necessary to ensure compliance with legal and ethical requirements.

### **No Retaliation**

This policy is intended to encourage and enable Reporting Individuals to raise concerns within the organization for investigation and appropriate action. The Foundation will not retaliate or engage in any form of reprisal, including adverse employment action, against a Reporting Individual for making a good faith report or participating in an investigation pursuant to this policy. A person who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal. Reporting Individuals who believe they have been subjected to retaliation because they have made a report or participated in an investigation should report such suspected retaliation in the same manner as described above for the reporting of questionable practices.

### **Questions**

Questions about this policy should be directed to the President or Vice President of Administration of the organization at Canyon Crest Academy Foundation, 5951 Village Center Loop Rd. San Diego, CA 92130; [president@canyoncrestfoundation.org](mailto:president@canyoncrestfoundation.org) or [vpadmin@canyoncrestfoundation.org](mailto:vpadmin@canyoncrestfoundation.org).

## **Risk Management Policy**

The CCAF is committed to protecting its human, financial and goodwill assets and resources through the practice of effective risk management. The Board will ensure that the organization has a risk management plan that is reviewed and updated on an annual basis considering but not limited to such coverages as: general liability, directors and officers, bonding and workers' compensation. [Link to the By Laws section that relates to Directors and Officers.](#)

## **Document Retention & Destruction Policy**

### **Purpose**

This policy provides for the systematic review, retention, and destruction of records received or created by Canyon Crest Academy Foundation ("Foundation") in connection with the transaction of organization business. This policy covers all records and documents regardless of physical form. It contains guidelines for how long certain records should be kept and how records should be destroyed (unless under a legal hold). Questions regarding the retention of records not listed in this policy should be directed to the Foundation Staff.

### **Policy Application and Compliance**

This policy applies to all Foundation directors, officers, employees, and volunteers ("Foundation Personnel"). Failure on the part of Foundation Personnel to follow this policy can result in possible civil and criminal sanctions against Foundation and Foundation Personnel, and possible disciplinary action against responsible individuals. The Foundation staff will periodically review these procedures with legal counsel or a certified public accountant to ensure that they are in compliance with new or revised requirements. This policy applies equally to paper and electronic records.

### **Filing, Storage and Destruction**

The Foundation's records will be stored in a safe, secure, and accessible manner. Records and financial files that are essential to keeping Foundation operating in an emergency will be duplicated or backed up at least one time per month and maintained off-site.

The Foundation's staff, is responsible for the ongoing process of identifying Foundation records that have been held for the required retention period and overseeing their destruction. Destruction of financial and personnel-related records, containing personally identifiable information, will be accomplished, for paper documents, by shredding, or for electronic records, in a manner making it similarly difficult to view or recover the destroyed record.

### **Legal Hold**

Upon any indication of pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings, the President will issue a notice known as a "legal hold," suspending the destruction of records. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.

### **Record Retention**

The attached schedule outlines the length of time records should be retained by the Foundation. It may not contain all the records the Foundation may be required to keep in the future. Records that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

## **Record Retention Schedule**

### ***Corporate Records***

Articles of Incorporation	<b>Permanently</b>
Bylaws	<b>Permanently</b>
Board Meeting and Board Committee Minutes	<b>Permanently</b>
Board Policies/Resolutions	<b>Permanently</b>
State Sales Tax Exemption Letter	<b>Permanently</b>
Annual Reports to Secretary of State/Attorney General	<b>Permanently</b>
Conflict-of-Interest Disclosure Forms	<b>1 year after end of member's term</b>

### ***Accounting and Tax Records***

Annual Audits and Financial Statements	<b>Permanently</b>
General Ledgers	<b>Permanently</b>
Chart of Accounts	<b>Permanently</b>
IRS Form 990 Tax Returns	<b>Permanently</b>
Journal Entries	<b>Permanently</b>
Business Expense Records	<b>7 years</b>
Invoices	<b>7 years</b>
Cash Receipts	<b>7 years</b>
Credit Card Receipts	<b>7 years</b>

### ***Bank Records***

Check Registers	<b>7 years</b>
Bank Deposit Slips	<b>7 years</b>
Bank Statements and Reconciliation	<b>7 years</b>
Electronic Fund Transfer Records	<b>7 years</b>

### ***Insurance***

Insurance Policies – Occurrence or Claims-Made	<b>Permanently</b>
Insurance – General Liability	<b>3 years after expiration</b>
Insurance – D&O	<b>3 years after expiration</b>
Insurance - Workers' Comp Policies	<b>3 years after expiration</b>
Accident Reports/Work Compensation Records	<b>Permanently</b>
OSHA Logs/Injury Reports	<b>Permanently</b>
Claims	<b>Permanently</b>

### ***Legal and Safety Records***

Contracts and Agreements	<b>Permanently</b>
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### ***Correspondence***

Legal and Tax	<b>Permanently</b>
General Correspondence Important to Business Activities	<b>3 years</b>
Informal	<b>1 year</b>

### ***Other Records***

Records Pertaining to Whistleblower Policies	<b>1 year after end of member's term</b>
Grad Nite registration waivers	<b>2 years</b>
Camp waivers	<b>2 years</b>
Donor records	<b>2 years</b>

## **Strategic Planning**

The Board Directors will have a biannual meeting to review, reflect and measure goals, accomplishments and achievements during the prior period. This process will enable the Board to prioritize within the one year and long term plans.

## **Guest Policy (11/08/16)**

### Guest policy

- Any member of the public who is not a voting board director is invited to attend a regularly scheduled open Board meeting as an observer. Guests are asked to contact the board's President or the Executive Director to report their intent to attend the meeting and particular interests
- During the meeting, observers are permitted to listen, but not bring up matters for discussion or otherwise participate in board meeting
- Board Members may invite non board members to speak directly to an agenda items by listing their name on the agenda item description. Invited non board members must refrain from discussing matters not related to that item.
- Certain non Board members are invited to be a part of the discussion for all Board agenda items including the current Principal and all members of the CCAF staff.

## **FINANCIAL POLICIES**

### **General Financial Policies**

Maintain financial transparency and full financial disclosure to donors and the public

- The VP Finance will issue a report at all Board meetings summarizing income/expense items for the prior period (since the last board meeting)
- The VP Finance will coordinate with the Marketing Committee to describe the financial condition of the Foundation in its publications and brochures
- All pertinent financial information is available to the public and posted on the Foundation's website

Establish and maintain financial procedures which are in accordance with GAAP for non-for-profit organizations

- To maintain complete and accurate records which reflect the activities of the organization
- Cash reserves will be invested according to Board approved investment policies
- Adequate liquid reserves will be maintained to meet Foundation obligations
- Board Directors will not be paid for their services either in cash or in-kind items
- Consultation with an accounting professional or CPA specializing in non-profit organizations as appropriate for tax preparation
- Preparation of IRS Form 990 by outside CPA and review by board directors prior to filing
- Get approval from the Foundation Board for any contractual obligations exceeding \$1000 and comply with CCAF policies and procedures regarding all other contracts.

Develop an annual budget before the start of each fiscal year.

- The budget will reflect projected income and expenses to support board approved programs and activities
- The budget will be approved before the beginning of each fiscal year
- Quarterly updates of budget to actual will be presented to the Board
- During the fiscal year, any major change of income or expenditure which would significantly alter the annual plan of operation must be approved by the Board of Directors

Provide a method of financial review

- An annual review by the Finance Committee, to be held at the end of each fiscal year, will be conducted to update and revise the financial policies as necessary to the growth and operation of the Foundation.
- To obtain either an annual audit or review to be presented to the Board
- The Board will review the audit report and vote on whether or not to accept them as presented

- To establish adequate internal control of funds (see procedures)

### **Investment Policy**

The purpose of this policy is to establish a clear understanding of the types of investments that are permissible for short-term investments of monies received by the CCAF. Short-term is defined as assets which may be liquidated to raise cash within a 24-hour period without penalty to the Foundation. This definition exempts weekends and federal holidays from the 24-hour requirement. The Foundation shall establish an investment sub-committee (a sub-committee of the Finance committee) upon receipt of funds, gifts of stocks, options, real estate or other assets with an investment horizon greater than two years. The investment sub-committee will develop and implement the long-term investment policy for the Foundation.

The primary investment objective shall be to obtain as high as possible current income consistent with preservation of capital and liquidity.

Permissible investments shall include money market mutual funds or short-term securities issued by the U.S. Treasury and other governmental agencies, bank certificates of deposit, commercial paper, corporate bonds, banker's acceptances and repurchase agreements. A money market mutual fund used for the Foundation will invest in fixed-income securities only if they are rated with the two highest grades for short-term securities and the top three rating categories for corporate bonds by any of the four nationally recognized statistical rating organizations- Standard and Poor's, Moody's, Fitch IBCA and Duff and Phelps. These organizations are Nationally Recognized Statistical Rating Organizations (NRSRO's). To determine if a fixed income security is in a specific category, use the highest rating assigned to it by any of these NRSRO's.

Brokerage accounts and checking accounts with sweeps into money market mutual funds, which meet the previous description, have the additional requirement of (SIPC) insurance on the brokerage account and Federal Deposit Insurance Foundation (FDIC) insurance on the checking account.

### **Gift Acceptance Policy**

The CCAF solicits gifts and grants to further the mission of the organization. There is a potential that the acceptance of certain gifts could compromise the ability of the Foundation to accomplish its goals, or could jeopardize its tax exempt status. Hence, the following gift acceptance policy applies:

- All donations are accepted for allocation to priorities determined by the Principal in consultation with staff
- The CCAF staff and the Board of Directors have the authority to solicit and/or accept gifts on behalf of the Foundation

### **Acceptance and Acknowledgements of Gifts**

A donor is any individual, business, corporation or charitable foundation making a gift of cash and real or personal property which can be converted to cash in accordance with the stated guidelines for the acceptance of gifts.



## **In kind Gifts of Goods and Services**

- Solicitation of vendors and other businesses must be made in accordance with ethical business and fundraising practices
- The Foundation will not accept any gift of product, service or equipment which is obsolete, unnecessary, or not mission related. The donor, not the Foundation, is responsible for placing a value on an in kind gift.
- The value of in-kind gifts and services which would otherwise be paid for are considered "revenue". A statement of value from the donor must be submitted to the Foundation for inclusion on the Income and Expense statement. This revenue will be offset by an expense at the appropriate category.
- Gifts received for auction and/or opportunity drawings are not considered revenue for the purpose of the Income Statement.
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### **Designated Giving Policy**

Donors will be able to direct their donation to any of the four giving categories. Twenty five percent of each Envision and Athletics donation will go towards the general fund for that category.

All employee matching funds will be allocated in the same manner directed by the individual.

If an individual donor wants to direct a donation to a specific activity or item within the budget priorities that are outlined by the Principal and agreed to by the Foundation, the Foundation will work with the donor to try and accomplish his/her goals.

### **Designated Giving Categories**

**Raven's Fund:** Funds contributed to the Raven's Fund will be used for CCA's top funding priorities as established by the Principal and staff and approved by the Foundation.

**Envision:** Supports the seven Envision conservatory programs as well as day classes in the arts.

**Athletics:** All CIF Sports are supported in this fund including coaching stipends, tournament fees, equipment purchases and uniforms.

**QUEST:** The STEM experience at CCA

## **MISCELLANEOUS POLICIES**

### **Communications Policy**

To ensure the quality and consistency of Foundation information disseminated to media sources, the following policy shall be enforced:

- All media contacts are to be handled by the Executive Director, President, Vice President of Marketing, or his/her designee, regardless of who the media representative is or whom he/she represents or how innocuous the request.
- All press releases or other promotional materials are to be approved by the Executive Director, VP, Marketing, or his/her designee, prior to dissemination.
- All material referencing the Foundation or using its logo, must always have prior CCAF approval. Written material includes, letters, flyers, tickets, invitations, solicitations, forms, emailed announcements, social media and web content.

### **Policy on Political Activity**

It is the intent and desire of this Foundation to obtain and maintain tax exempt status under Section 501(c)(3) of the Internal Revenue Code of the United States, and this Foundation is organized and operated exclusively for educational purposes, specifically to support public education,

It is therefore resolved that:

- No substantial part of the activities of the Foundation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation. The Foundation shall not participate nor intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- The Foundation shall not support, combine with, contribute to, aid, assist or otherwise facilitate the activities of any person or organization that carries on the activities described above.
- The Foundation is not organized and shall not be operated for monetary gain or profit. The Foundation does not contemplate the distribution of gains, profits, or dividends to its members or to any individual or to any private shareholder, as defined for purposes of Section 501(c)(3) of the Internal Revenue code of the United States.
- The property, assets, profits and net income of the Foundation are dedicated irrevocably to the purpose of supporting public education. No part of the profits or net income of the Foundation shall ever inure to the benefit of any director, trustee, officer, shareholder or member of the Foundation, or to the benefit of any private individual.

### **Use of Electronic voting**

Voting by electronic means is permissible but should be time limited and only used for the following situations:

- A vote that does not require a board discussion
- As a follow up to a board discussion where further, specific information was needed and has been obtained
- Time sensitive situations that cannot wait until the next board meeting

### **Agenda procedures (11/08/16)**

How to get items put on the agenda

- the recording secretary will prepare the agenda
- items must be added 7 days before the scheduled board meeting by a committee chair or board director. When submitting an agenda item, the title and description of the topic and any supporting documentation will be included. The finance committee documents may or may not be ready for the board meeting.
- A parent or member of the public should contact a voting member or the President with any issues to be referred to appropriate committee for consideration
- Items to be discussed at the board level need to first be discussed in committee. There are no proxies- Board Director cannot simply invite member of the public to present and needs to be prepared to take input and/or vote.

Process

- Recording secretary receives all proposed agenda items and supporting documentation between meetings
- Recording secretary sends out draft agenda to the Executive committee the Wednesday prior to the Tuesday meeting
- Following any review by the Executive committee , the recording secretary sends out the agenda on Thursday prior to meeting to the board with draft of previous month's minutes, ED report and any documentation supporting the agenda items

Board reports

- All reports due 7 days prior to meeting