

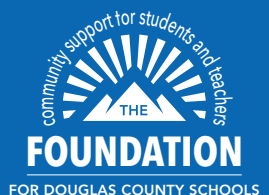
2018 - 2019

CHAPTER POLICY MANUAL



The Foundation for
Douglas County Schools

www.foundationdcs.org



**Foundation
Community Events**
offer discounted tickets
AND raise money for
Douglas County
Schools!

Take advantage of these exciting opportunities to enjoy fun experiences with friends and family while supporting your local community! A portion of each ticket sold will be donated back to DC Schools.

In the 2017-18 school year, nearly \$10,000 was distributed directly to schools for their participation in our Community Events. Additional funds went to provide grant support to our students, teachers and classrooms. If you're looking for affordable family fun and want to raise some money for your school, participate in one of the many Community Events brought to you by the Foundation for Douglas County Schools!



DCSD Fall/Winter 2018 Community Events

University of Colorado Boulder vs. CSU - Rocky Mountain Showdown

Friday, August 31 - 7:30 pm ♦ **Sports Authority at Mile High** ♦ **Tickets only \$33** (Reg. \$61)

The 2018 Rocky Mountain Showdown will be the 18th edition of the rivalry to be played in Denver. Enter promo code: 2018DCSD (While supplies last!). [Purchase tickets.](#)

Back to School Weekend with the Colorado Rockies vs. LA Dodgers

Fri., Sept. 7 - 6:40 pm ♦ **Sat., Sept. 8 - 6:10 pm** ♦ **Sun., Sept. 9 - 1:10 pm** ♦ **Tickets: \$14 - \$42**

In appreciation of DCSD's support this season and to kick off the new school year, the Colorado Rockies invite our community back out to Coors Field! [Purchase tickets.](#)

Community Night with the Colorado Rapids vs. LAFC

Saturday, October 6 - 7:00 pm ♦ **Dick's Sporting Goods Park** ♦ **Tickets only \$20** (Reg. \$35)

Students (8th grade and under) from any school that sell 30+ tickets can participate in the half-time High 5 squad and receive a FREE Rapids t-shirt! [Purchase tickets.](#)

University of Colorado Boulder vs. OSU Beavers

Saturday, October 27 - TBD ♦ **Folsom Field** ♦ **Tickets only \$33** (Reg. \$61)

Experience the excitement of a Buffs game at their gorgeous home stadium. Enter promo code: 2018DCSD (While supplies last.) [Purchase tickets.](#)

Community Night with the Denver Nuggets vs. Utah Jazz

Saturday, November 3 - 7:00 pm ♦ **Pepsi Center** ♦ **Tickets \$18 & \$42** ♦ [Purchase tickets.](#)

Top selling schools win exciting game day experiences such as Court of Dreams, High-Five Fan Tunnel, and Red, White and Blue Crew! Two other alternate game/dates also available!

Community Events with the Denver Center for the Performing Arts

DCPA Complex ♦ **Enter promo code: DCSDFUND** ♦ [Purchase tickets.](#)

OKLAHOMA! ♦ September 7 - 21 ONLY ♦ Tickets only \$35 (No additional taxes or fees!)

The 75th Anniversary of the first collaboration by the legendary team of Rodgers and Hammerstein became a landmark musical for its rollicking music and stunning dance numbers! This joyful presentation will solidify why it has stood the test of time.

CORDUROY ♦ October 5 - December 9 ♦ Tickets \$15 (No additional taxes or fees!)

Don't miss one of the most beloved children's books of all time spring to life on stage! This heartwarming comedy's themes of problem-solving, resiliency, responsibility, and acceptance is tailored for PreK through 3rd grade audiences.

A CHRISTMAS CAROL ♦ November 21 - December 5 ONLY ♦ Tickets \$35 (No additional taxes or fees!)

Essential to the holiday season in Denver, *A Christmas Carol* is a joyous and opulent musical adaptation that traces money-hoarding skinflint Ebenezer Scrooge's triumphant overnight journey to redemption.

WHITE CHRISTMAS ♦ Thursday, December 6 - 7:30 pm & Saturday, December 15 - 2pm ONLY

(Limited number of tickets avail. for these shows) ♦ **Tickets \$35** (No additional taxes or fees!)

Start this holiday season with a timeless tale of joy and good will

- full of dancing, laughter and some of the greatest

Irving Berlin songs ever written.

www.foundationdcs.org

Visit our website
for more information and
links to purchase Community
Event tickets as they
become available.

INTRODUCTION

The Foundation for Douglas County Schools ("the Foundation") is pleased to work with parent-led groups that wish to form a school Chapter of the Foundation. This guide supports Chapter officers in implementing policies that will professionalize the management of your group, empower your fundraising success and minimize risk for all stakeholders. All Chapters are held to a high standard of compliance to the Policies outlined below.

Purpose

The Foundation 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. Foundation Chapters are created to provide resources that enrich the educational opportunities of students within their specific school or program. These resources may be in the form of funds (grants), materials and services.

Mission

Formerly known as the Douglas County Educational Foundation, The Foundation for Douglas County Schools works to enrich student experience and promote innovation. The Foundation is an independent charitable organization that develops private resources to support our students and schools.

Structure

The Foundation Chapters shall be managed by a site-based committee/board composed primarily of parents, with optional representation from the following groups:

• School staff • Community • Students • Others

Chapter officers should represent the members of the group contributing to the fundraising efforts. Inclusion of school staff or personnel as officers is discouraged, and may never exceed 25% of voting officers. School staff or personnel may not serve as president or treasurer.

Committee members receive no compensation for their services.

Discounted tickets to
WICKED
available
JANUARY 2019!
Subscribe to our
newsletter!

CHAPTER POLICIES



Role of Chapter

Our Chapters serve as fundraising and community building entities for their respective schools or school programs. Chapters should budget for income and expenses as it relates to these types of activities and therefore its mission. For example, buying spirit wear, paying for teacher appreciation meals or gifts, putting on the school carnival or holiday event, annual galas and other fundraisers. Chapters should not be purchasing items directly for the school. If it's something that belongs to the school such as equipment, furniture, team uniforms, or any capital or building improvements, those are purchases that the school needs to make via the procedures the District has in place. Rather, Chapters should issue grants to the school via a transfer or intra-district charge form. If you have any questions about whether an expense should be paid for by the Chapter or the school, please don't hesitate to contact the Foundation.

Bylaws

The Foundation requires all Chapters to have a current set of bylaws on file. Please send an electronic copy of your bylaws to the Foundation. For guidelines on what the bylaws document should contain, see the "Chapter Resources" page on the Foundation website: www.foundationdcs.org.

Bylaws should be reviewed at least every three years and can be amended as needed. A comprehensive set of bylaws will include provisions for doing so. Please forward an updated set of bylaws to the Foundation 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 and Procedure for the Dissolution of Chapter
- Conflict of Interest Statement
- Procurement Policy
- Election of Officers and Terms
- Errors and Omissions

(Examples of each can be found on our website.)

Chapter in Good Standing

To maintain good standing, each Chapter must adhere to the policies outlined in this guide. Failure to comply may result in the loss of privileges and/or opportunities, or may result in a probationary status. The Foundation reserves the right to revoke a Chapter's affiliation if these policies are not followed.

Notice to a Chapter: The Foundation shall notify the Chapter president and treasurer in writing that the Chapter failed to meet the minimum standard of a required policy. The warning may include notice of potential fees for repeated non-compliance.

Probation: Upon repeated failure to comply with Foundation policy after notice is given, or for dereliction of duty, unlawful or improper behavior, a Chapter's good standing may be revoked and they may be placed on probation. Terms of the probation will be outlined in writing and provided to the Chapter president and treasurer, and will include any associated fees and the required steps to regain good standing status.

Financial

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

Account Codes: New this year, the Foundation is coding all revenue and expense transactions by type. We've assigned codes to payables and receivables as follows:

REVENUE/INCOME

1920: Income – Contributions

This code is used for revenue that is a donation, or charitable contribution in which no exchange of goods or services was provided. Examples include: fun-run donation, event sponsorship, restaurant give-back.

1990: Income – Earned

This code is used for revenue that was earned by selling or exchanging a product or service. This type of revenue is not tax-deductible. Examples include payment for auction items, the sale of event tickets or sale of spirit wear items.

Foundation staff will code your revenue and deposits on your behalf. In general, contributions will include all revenue from the Colorado Gives site and fun run vendors. Revenue through Square and eCommerce sites will be coded as earned revenue. Bank deposits will require a brief description at the time of submission to aid Foundation staff in coding.

EXPENSES

0610 – Program Expenses

This code is used for all program costs, or costs associated with fulfilling the Chapter's mission. This category is used for grants made to the school and the purchase of educational materials or equipment.

0610 – Fundraising Expenses

These are the cost of all activities required to raise money. Examples include the cost of holding a fundraising event, printing expenses for a solicitation or reimbursements for fundraising related initiatives like a fun run or car wash.

0610 – Administrative Expenses

These are costs related to administering the day-to-day activities of the organization but are not directly related to the fulfilling the mission. Examples could include website hosting fees, bookkeeping software, snacks for a board meeting or binders for Chapter officers.

Chapter treasurers will be required to allocate expenses across these three categories as they submit requests for payment.

Bank Account: Each Chapter has one bank sub-account maintained under the umbrella of the Foundation's bank account. This account is shared with the District's pooled cash account and therefore a Foundation Chapter does not need to hold a minimum balance in its account. An additional account to be used for certain online funding programs, such as scrip cards or online auctions, is available for each Chapter. As per district policy, **NO outside bank accounts may be set up for any reason.** Doing so may risk dismissal as a Chapter from the Foundation. Additionally, under no circumstances can Chapter funds can be deposited to any bank account other than the Chapter's official bank account.

Credit Cards: Because Chapter officers are volunteers not DCSD employees, credit cards cannot be issued by the Foundation. It is incumbent on the Chapter and it's appointed volunteers to make purchases and reimburse those making purchases on behalf of the Chapter in a timely manner.

Deposits: The Chapter representative shall 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; 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. A [Deposit Worksheet](#) is available on the Foundation's website. The Foundation requires two people to count and sign the deposit worksheet for all deposits that include cash. The representative **sends a copy** of the deposit slip and any accompanying calculator tape or spreadsheet to the Foundation **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 Foundation's bank account. Failure to promptly inform the Foundation of Chapter deposits may result in incorrect or delayed posting of those funds. To replenish your supply of deposit slips or to order an endorsement stamp, please contact the Foundation.

Disbursement of Chapter Funds:

Reimbursements: To access funds to reimburse individuals, the Chapter Treasurer will submit a Pay Voucher Form and appropriate documentation (i.e. receipt) to the Foundation. Receipts must show proof of payment and may contain only the items and dollar amounts to be reimbursed - **no personal purchases may be combined with purchases requiring reimbursement.** If a personal purchase is on the receipt, **no sales tax will be reimbursed.** Items requiring reimbursement can be shipped to home addresses. Once proper documentation has been received by Thursday at 5:00 p.m., checks will be issued and distributed the following week. Also note that DCSD employees will be reimbursed by direct deposit

Vendors & Suppliers: 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 for documentation purposes. All new vendors require a [W9](#) on file. The [Pay Voucher](#) form can be found on the Foundation website under Chapter Resources. For a list of pre-approved vendors, check out the Foundation's [Vendor Guide](#).

Granting Funds: Funds that will be granted to 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 (such as meeting minutes approving the expenditure). Items that will belong to the school, such as equipment, furniture, team uniforms, or any capital or building improvements like painting, may not be purchased by the Chapter. Those are purchases that the school needs to make via the procedures the District has in place. Rather, Chapters should issue the funds as a grant to the school. Each Chapter may submit up to one transfer a month that includes all the approved grants for that month.

Dues: In an effort to maintain the services we provide to our Chapters, the Foundation collects dues annually from its Chapters. The dues for each Chapter are calculated at 1.5% of gross receipts as of June 30th each year (the fiscal year end). Dues assessment shall be capped at \$2,500.00, while a minimum of \$250 assessed. Dues are assessed on October 1st and will automatically be deducted from your account. If this poses a hardship, the Chapter can contact the Foundation to discuss a payment plan, which will be considered on a case by case basis.

Income & Expense Reports: A monthly income and expense report will be provided to the Chapter Treasurer by the Foundation. 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 Foundation. If a Chapter has an ACH account or a Foundation eCommerce account, the Chapter treasurer must also reconcile these accounts with the monthly report generated by the Foundation.

Matching Gifts Program: Many companies will match their employees' donations. The program involves no cost for the employees and Chapters can benefit. The Foundation is currently set up with multiple third party organizations to receive these funds. Encourage your parents and others donating to your Chapter to see if their company participates. When applying for a matching gift, please have the employee provide the following details:

Organization Name/EIN: <<Chapter Name>>, a Chapter of The Foundation for Douglas County Schools, a 501 (c) 3 organization, EIN #84-1165175

Address: The Foundation for Douglas County Schools
c/o Chapter Name
620 Wilcox Street, Castle Rock, Colorado 80104

Additional Information: If applicable, include employee name and Chapter in any description fields. We suggest notifying the Foundation of expected matching gifts using the [Corporate Matching Gift Form](#).

Once the Foundation receives these funds, they will be paid over to the Chapter less any management or processing fees.

Online Payment Engines: In the Fall of 2018 the Foundation is transitioning from using PayPal as its primary online payment system to My School Bucks, the District's online payment processor. The Foundation recommends Chapters add their products (spirit wear, event tickets, etc.) to their school's online store. Alternatively, Chapters can create items in the Foundation's store with a direct link to their item that can be posted to the Chapter website. My School Bucks has many advantages

including a direct integration with your Chapter account and consistency for parent customers. For additional details, access the Foundation's [eCommerce Guide](#). The Foundation recognizes that occasionally a Chapter has a need to utilize an alternative payment processing system. These exceptions must be approved in advance by the Foundation and will be considered on a case-by-case basis.

Payments to DCSD Employees: If a DCSD employee is being paid for services (i.e. coaching), payment must be processed through the school's payroll as extra pay. The Chapter grants the funds to the school for paid wages plus any Medicare and PERA amounts that apply and the school bookkeeper handles the payroll processing.

Petty Cash: A Chapter may opt to keep petty cash on hand to **reimburse** parents for small expenditures (less than \$30) rather than having to submit a pay voucher for reimbursement. Cash is **NOT** to be disbursed in advance of a purchase. If a Chapter decides to keep cash on hand they need to have a written petty cash policy. The policy must state the amount to be kept on hand, where the cash will be kept, who is permitted to disburse the cash, and what the limit is for disbursement (for example, a maximum of \$15 per receipt). The Foundation recommends that no more than \$150 be kept on hand, and that the cash box be kept in the school's safe.

If cash is needed to make change at an event, Chapters are permitted to request cash via a Pay Voucher payable to a parent who will then secure the cash accordingly. Minutes where the petty cash was approved should be supplied as documentation submitted with the pay voucher. When cash is collected as payment the funds shall be counted by two different members together, recorded on a cash log, and the balance signed-off on by the treasurer before depositing.

Receipts for Donations: The Chapter is responsible for providing receipts for all cash and in-kind donations. For donations of \$250 or more (cumulatively in a calendar year), 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 Foundation website for an example of a properly written donor acknowledgment letter.

Record Retention: Chapters shall maintain their financial records in compliance with local, state and federal laws. These records and documents include pay vouchers, any expired contracts, deposit records and receipts, transfer requests and grants, and all associated ledgers. They shall be kept for a period of 7 years. A Chapter's application, approval letter, by-laws, board and committee minutes, as well as board policies, shall be kept permanently. Electronic documents are to be maintained as if they were paper documents.

Communications

The Foundation will facilitate an annual Chapter meeting and treasurer training 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.** Additional meetings may be held throughout the year to provide updates and specific trainings.

Minutes: Chapters are required to forward minutes of Chapter meetings regularly to the Foundation. When new officers are elected to the board, this should be documented in your minutes.

Promotion/Publicity: The Chapter shall be referred to as: “[Chapter Name], a Chapter of the Foundation for Douglas County Schools”. This title shall be used on all correspondence, promotional literature, brochures, etc. It is not permitted for the Chapter to utilize the title “[School Name] Foundation.” In addition, the Foundation logo must appear. Any promotional materials, brochures, etc., developed by the Chapter are subject to review by the Foundation staff, any suggested changes or corrections must be made to the documents prior to printing. It is important that all communication pieces contain proper information and wording regarding Foundation and its Chapters for legal purposes.

Chapter Activities

Enrichment Programs: A Foundation Chapter can sponsor an after-school enrichment program to benefit the school community; however, Chapters **CANNOT** use the operation of these programs as a fundraiser. Any fees collected for an enrichment program must only cover the costs associated with the program.

Events & Liability Insurance: As the fundraising and community building entity for your school, Chapters often host events. Whether the purpose is fundraising or social, strong preparation and organization are essential for success. To aid your planning efforts please review the Foundation’s [Checklist for Holding an Event](#).

Any Chapter planning an event off-site or anything involving physical activity of participants (e.g. fun runs, carnivals involving carnival rides, etc.) must submit a description of the event to the Foundation in writing no less than one week prior to the scheduling or promotion of said event. This will allow the Foundation enough time to work with the insurance company to request a certificate of insurance, or add policy riders, if necessary. The cost for additional insurance shall be covered by the Chapter. In addition to general liability insurance, the Foundation carries directors and officers insurance whereby Chapter Officers are also included in the coverage as detailed in the policy.

Raffles/Auctions: The Foundation does not have a raffle license for Chapter use due to the complexities associated with a license for multiple Chapters, 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 for more information. Auctions may be held, but outside companies that facilitate participants’ payments online must be approved by the Foundation. This is to ensure the protection of Chapter funds. Live animals and weapons are strictly prohibited from being auctioned.

Alcohol at Events: Chapters may serve alcohol at events under the following circumstances: 1) The event is not held on school property; 2) No students are present at the event; 3) All applicable state laws are 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 Foundation insurance does **NOT** include liquor liability and therefore does not cover Chapter members who serve or sell alcohol at a Chapter event, unless the Chapter uses a third-party vendor. Use of a third-party vendor to provide the sale and service of alcohol is strongly recommended. Chapters should request proof of liability coverage from their third-party vendors to ensure coverage is in place. In some cases, Chapters can add a rider to the existing policy for liability coverage. Please contact the Foundation for details.

Allocation of Resources

The Chapter board will govern the distribution of Chapter resources. Each Chapter will submit an annual budget at the beginning of the school year to the Foundation. Additionally, each Chapter will provide a listing of all grants awarded (including grant name, recipient name, and a brief description of each project) to the Foundation at the end of the school year, as well as a summary of their fundraising efforts. This information is needed in order to facilitate proper accounting for Foundation Chapter funds and publication in the Foundation Annual Report.

Dissolution of Chapter

If a Chapter votes to dissolve its Chapter status with the Foundation, it may do so in writing to the Foundation. 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 transfer request ([Intra-District Transfer Form](#)) to the Foundation for the dollars remaining in its account along with documentation detailing the educational projects that such funds will be used for at the school. The dissolving Chapter may also request its remaining funds be designated for projects funded through the Foundation. Funds will be paid to the school.

BENEFITS OF BEING A CHAPTER

Tax-Exempt Status: All donations made to a Foundation Chapter are tax deductible within the limits of the law. Additionally, because the Foundation is a tax-exempt foundation, some of the donations a Chapter receives may be eligible for matching grant funds from donors' employers. The Foundation files annual reports with the state on behalf of Chapters and maintains the charitable solicitations registration required to solicit donations as a non profit in the State of Colorado. The Foundation 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 permit reimbursement of the purchase price plus the tax paid. The Foundation 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.

What is considered a tax deductible donation within the limits of the law? Donations are considered to be a financial gift that is made to your Chapter as part of the Foundation for Douglas County Schools, a 501(c)(3) organization, in which no exchange of a good or service is provided. If the contribution entitles the donor to merchandise, goods, or services, including admission to an event, membership in a group or access to equipment, it should not be considered a charitable contribution. Your Chapter may still receive the income, but it does not trigger tax benefits.

Documentation: The Foundation's [501\(c\)\(3\) Determination Letter](#) and [Tax Exempt Certificate](#) will be sent to Chapter Treasurers each fall and are available online.

Liability Insurance: The Foundation maintains a liability insurance policy whereby all Chapters are included in the coverage as detailed in the policy.

Ease of Bookkeeping: All Chapter funds are processed through the Foundation bank account, adding a layer of accountability and protection for those funds. The Foundation processes checks weekly and mails payments on behalf of Chapters. At the end of each month, the Foundation prepares a report for each Chapter showing all transactions on its account. Additionally, the Foundation ensures necessary independent contractor agreements for vendors are in place, and that 1099's are issued annually as required by the IRS.

The Foundation files all necessary paperwork for annual business filings and tax returns, and completes an annual financial audit on behalf of its Chapters. The Foundation also provides the online sales options, as well as technical support for these applications.

Credit Card Processing: Chapters may accept credit card payments by establishing an account under the Foundation's master Square Credit Card account. Chapter officers can utilize their personal devices (cell phones, tablets, etc) in combination with a credit card swiper to process payments. Swipers can be purchased by the Chapter or borrowed from the Foundation if available. Review the [Square Credit Card Processing Guide](#) for detailed instructions.

Online Giving: Your Chapter has access to [ColoradoGives.org](#). This online giving platform, provided by the Community First Foundation, allows you to increase donations and run seamless fundraising campaigns. You can submit a request to the Foundation to set up a campaign page through the Foundation's account at any time. Your campaign page will have a direct link you can share with potential donors, bypassing the Foundation's landing page. Donors can make one-time or recurring gifts with a low 2% processing fee. Some restrictions apply, including that the account can only be used for contributions. You cannot use this site to accept credit card payments for any exchange of goods and/or services including event tickets or merchandise. Check out the [Colorado Gives Guide](#) to learn how to get started.

Continuity and Customer Support: One of the most significant benefits we offer our Chapters is access to historical information about their Chapters. By keeping bylaws, meeting minutes and financial records on file for our Chapters, officers can be confident that in the midst of transition or unplanned events, they can access critical information about their Chapter. Given the nature of parent-run groups, turnover is inevitable and often the transfer of records and information is not adequate. The Foundation is here to answer questions and provide training to your Chapter at your convenience.

Concession Equipment: The Foundation has established a partnership with Arapahoe Rental. Chapters may rent any item Arapahoe Rental carries at a 20% discount. Go to [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.

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

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

Foundation maintains partnerships and marketing, sales and accounting functions for schools to participate in these fundraising events. DCSD families have 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. On average, this program has raised more than \$40,000 for DCSD schools each year. Foundation 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.

Foundation Partnership Program: The Foundation develops relationships with several constituencies which benefit the Foundation 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 Foundation currently holds partnership agreements with numerous fundraising organizations. 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 Foundation in the form of event participation.

The Foundation provides a vetting process to ensure schools are dealing with credible fundraising organizations, and ensures accountability and transparency.

Meaghan Sullivan
Executive Director
720-428-0786
msullivan@dcsdk12.org

Vivian Hallberg
Chapters
303-387-0501
vhallberg@dcsdk12.org

Stacey Briggs
Communications
303-387-9382
stacey.briggs@dcsdk12.org

Kara Good
Bookkeeper
303-387-0500
kgood1@dcsdk12.org

Ashley Sommers
Events
303-387-0504
asommers@dcsdk12.org