



# Foxborough Regional Charter School

## FRCS Foundation Inc Committee Meeting

Published on March 25, 2022 at 1:14 PM EDT

### Date and Time

Wednesday March 30, 2022 at 8:00 AM EDT

### Agenda

|   | Purpose | Presenter       | Time           |
|---|---------|-----------------|----------------|
| <b>I. Opening Items</b>   |         |                 | <b>8:00 AM</b> |
| <b>A.</b> Roll Call Attendance  |         | Kerry O'Rourke  |                |
| <b>B.</b> Call the Meeting to Order   |         | Susanna Girard  |                |
| <b>II. FRCS Foundation Inc</b>  |         |                 |                |
| <b>A.</b> Board Development   | Discuss |                 |                |
| All Board members to provide recommended candidates to become board members |         |                 |                |
| <b>B.</b> Community Engagement  | Discuss | Heidi Berkowitz |                |
| Survey Discussion - will it be sent out?                                    |         |                 |                |
| <b>C.</b> Review "Fundraising Policy" for Handbook                          | Discuss | Heidi Berkowitz |                |
| <b>D.</b> Short Term Project Planning                                       | Discuss |                 |                |
| • Amazon Smile: confirm - included in weekly news letter?                   |         |                 |                |
| • Golf tournament: July 14, 2022 (Nancy & Amanda)                           |         |                 |                |
| • Back to School Carnival: Aug 2022 (Heidi & Karen)                         |         |                 |                |
| • Giving Tuesday: Nov 2022 (Heidi)  |         |                 |                |
| • 25th Anniversary Event: Jan 2023 (Luis, Karen, Susie & Kathleen)          |         |                 |                |
| • Taste of FRCS: March 2023 (Kerry)   |         |                 |                |

|   | Purpose | Presenter      | Time |
|---|---------|----------------|------|
| <b>E. Long Term Program Planning</b>  | Discuss |                |      |
| Alumni Database   |         |                |      |
| Parent Database   |         |                |      |
| Vendor / Community supporters - look beyond the current interested parties              |         |                |      |
| North Eastern Capstone Project  |         |                |      |
| Scholarship changes - Class of 2023   |         |                |      |
| New Foundation logo/tag line - to distinguish FRCS Foundation vs FRCS School (Kathleen) |         |                |      |
| <b>F. Next Steps</b>  | Discuss |                |      |
| <b>III. Closing Items</b>   |         |                |      |
| <b>A. Approval of Minutes: February 2022</b>  | Vote    | Kerry O'Rourke |      |
| <b>B. Adjourn Meeting</b>   | Vote    | Susanna Girard |      |

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The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.

# Coversheet

## Review "Fundraising Policy" for Handbook

**Section:** II. FRCS Foundation Inc  
**Item:** C. Review "Fundraising Policy" for Handbook  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Appendix A - Fundraising School Policy.docx

## **APPENDIX A – POLICIES ON SCHOOL FUNDRAISING**

The Board of Trustees of Foxborough Regional Charter School (FRCS) recognizes that the organization and its stakeholders engage in fundraising and solicitation activity to supplement the operating budget. In order to comply with federal, state and local laws, as well as applicable ethical norms regarding fundraising activity, the FRCS Board has established this fundraising policy.

### **A. OVERSIGHT –**

All fundraising activity for Foxborough Regional Charter School is supervised, coordinated and directed by its foundation, Friends of Foxborough Regional Charter School (herein referred to as “Friends of FRCS or “Friends”). Friends of FRCS shall regularly report all fundraising activity and related matters to the FRCS Board of Trustees.

### **B. OBJECTIVES AND LIMITATIONS**

1. Friends of FRCS, as an independent nonprofit organization, will build upon and reflect the good name and reputation of Foxborough Regional Charter School.
2. Friends of FRCS will build a broad base of support from private, corporate, and public entities. However, Friends of FRCS will never pursue support where there may be real or apparent conflicts of interest or where the mission, programs, projects and independence of the School could be compromised.
3. Friends of FRCS will accept no cash or real property gift, pledge of support or noncash gift or services or enter into any partnership with any company or other organization that produces products that are, or may be harmful, to the FRCS community.
4. Friends of FRCS will not accept support from any company or organization that exploits students or teachers in its product lines, advertising, marketing, work force or in any other way.

### **C. TRUTH AND ACCURACY**

1. All solicitation and fundraising materials and other communications to donors and the public shall clearly identify the Friends of FRCS and be accurate and truthful.
2. The Director of Outreach and Development shall review fundraising or solicitation materials prior to publication for:
  - a. Material omissions or exaggerations of fact, use of misleading photographs, or any other communication which would tend to create a false impression or misunderstanding; and
  - b. Any statements or content that would tend to create unrealistic donor expectations of what the donor's gift will actually accomplish.

- C. DONOR ACKNOWLEDGMENT – Friends of FRCS shall provide all donors with specific acknowledgments of charitable contributions, where applicable, in accordance with legal requirements for proper donor substantiation and the organization's disclosure.
- D. SUPERVISION AND TRAINING
1. Volunteers, employees, or third party representatives must have written permission from Director of Outreach and Development prior to any solicitation on behalf of FRCS.
  2. Friends of FRCS shall provide appropriate training and supervision of the people soliciting funds on its behalf, whether volunteers, employees or third party representatives, including training to attempt to avoid use of techniques that are coercive, intimidating or intended to harass potential donors.
  3. Friends of FRCS shall attempt to avoid accepting a gift from or entering into a contract with a prospective donor which would knowingly place a hardship on the donor, or place the donor's future well-being in jeopardy.
  4. Friends of FRCS will solicit and accept support only for activities that are consistent with its mission.
  5. Friends of FRCS will not accept any support that implies or requires endorsements of products or services.
- E. USE OF FUNDRAISING PROFESSIONALS - Third party fundraisers engaged by Friends of FRCS must be registered with appropriate state and local authorities. In addition:
1. Fundraising professionals' representation of the organization must be evidenced by a written agreement approved by the Director of Outreach and Development.
  2. Friends of FRCS shall pay professional fundraisers no more than reasonable compensation for their services. Friends of FRCS shall not compensate internal or external fundraisers based on a commission or a percentage of the amount raised.
- F. DONOR PRIVACY POLICY – Friends of FRCS respects the privacy of donors.
1. Friends of FRCS shall not sell or otherwise make available the names and contact information of its donors, except where disclosure is required by law.
  2. Friends of FRCS shall not send mailings on behalf of other organizations.
  3. Friends of FRCS shall provide a clear, prominent and easily accessible privacy policy on any of its website and printed materials. that tells visitors:
- G. COMPLIANCE WITH LAW – In addition to any other policy requirements, all fundraising activities for Friends of FRCS shall be conducted in accordance with applicable law.

The Friends of Foxborough Regional Charter School Foundation (herein called “The Friends of FRCS” or “The Friends”) understands that donor trust is vital to its mission. To succeed The

Friends of FRCS must be transparent and accountable to donors, stakeholders, government agencies and future patrons. Public confidence is critical to create and sustain a successful level of support.

Therefore, fundraising by The Friends of FRCS will comply with this policy, approved by the Foxborough Regional Charter School Board November 2013.