



Collegiate Charter School of Lowell

Development Sub Committee Meeting

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Date and Time

Wednesday October 1, 2025 at 5:00 PM EDT

Location

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mjk1OGYzYjAtMGQ0Yy00M2ExLTlmODktOTY5MzVhM2U3Y2M2%40thread.v2/0?context=%7b%22Tid%22%3a%22e1692ed4-87c3-40ed-9cf6-d30a5be6d381%22%2c%22Oid%22%3a%224396c47a-427d-4934-9be0-1eb4c0916636%22%7d

Agenda

	Purpose	Presenter
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I. Opening Items

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|----|---------------------------|-----------|
| A. | Record Attendance | Adam Bakr |
| B. | Call the Meeting to Order | |

II. Development

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| A. | 1. Review of Agenda (5 min) | |
| B. | 2. Purpose of the Development Committee (10 minutes) | |

- Mission: To plan, support, and implement fundraising efforts that advance the mission of the school, including scholarships, program support, family engagement, and strategic growth.

- Key Responsibilities:

1. Set annual fundraising goals in collaboration with leadership
2. Identify and cultivate donor prospects (individual, corporate, alumni)
3. Oversee key events (gala, homecoming, giving days)
4. Support communications, marketing, and donor stewardship
5. Ensure alignment with equity and inclusion goals
6. Promote transparency and donor recognition
7. Monitor fundraising performance and recommend course corrections

- Board on Track Development Job Description (see separate doc)

C. 3. Election of Committee Officers (10 minutes)

- Offices to Elect (1-Year Terms):

1. Chairperson – Leads meetings, works with staff on agendas, represents committee to board
2. Vice Chairperson– Records minutes, tracks attendance and actions, fills in for Chair as needed

D. 4. Review of Annual Fundraising Calendar (15 minutes)

Walk through the school's full fundraising and scholarship calendar ideas (Aug–July)

- Highlight possible events coming up in Q1 and Q2:
- Fall Giving Campaign?
- Homecoming Tailgate?
- Sponsor a Scholar launch?

Assign liaisons or leads for key events

E. 5. Fall Campaign Planning (20 minutes):

- Brainstorm engagement ideas for Fall Giving Campaign? (e.g., donor wall, themed challenge)
- Confirm logistics and next steps for fundraiser (Homecoming?)
- Review sponsor past — assign follow-up or new prospects
- Discuss messaging needs (social media, ParentSquare, flyers)

F. 6. Next Steps & Assignments (5 minutes)

Purpose Presenter

- Summarize actions, who is doing what, and key deadlines
- Confirm date/time of next committee meeting

III. Other Business

IV. Closing Items

A. Adjourn Meeting Vote