



Policies and Procedures Manual

Mission Statement: Created as a non-profit organization in 1996, the La Costa Canyon High School Foundation (LCCHSF) exists to support and expand academic, art, and athletic opportunities for all students at La Costa Canyon High School through active partnerships with students, teachers, parents, alumni, and the community. By supporting the Foundation's mission, our community reaps the benefits of a healthy and dynamic school.

Purpose: The underlying goal of the LCCHSF is to support efforts and enhance learning opportunities that impact the greatest number of students possible. The LCCHSF does this by soliciting crucial funding from parents, community members, local business donations, and other sources to offer a rich educational experience for our students in academics, the arts, and athletics. Programs the funding impacts includes, but is not limited to: special education, college prep, honors, and advanced placement courses, International Baccalaureate, English as a second language, visual and performing arts, and a wide range of athletic programs. Although

the San Dieguito Union High School District funds the basic needs for our students, community members and/or parents of LCC students have the opportunity to ensure that our children receive the best, most well-rounded educational, artistic, and athletic experiences possible through soliciting, managing, and investing additional funds.

The LCCHSF is incorporated as a California Non-Profit Benefit Corporation under Section 501(c)(3) of the Internal Revenue Code and is obliged to operate under the regulations therein.

The LCCHSF maintains an office in the La Costa Canyon High School administration building and is open to the public Monday - Friday, 9 a.m. - 4 p.m. during the regular school year. Summer hours will be posted. The LCCHSF observes all SDUHSD school holidays.

Federal Tax ID: 33-0708190

LCCHSF Board Members (2022-23):

- President: Chris Ryan
- VP Finance: Suzanne vonThaden
- VP Communications/Marketing: Antoinette Haskell
- Secretary/Volunteer Coordinator: Jenn Winn
- Hospitality Chair: Mercedes Evans
- Athletics Chair: Karina Shaver
- Academics Chair: Stephanie Marcucci Allen
- Arts Chair: Heidi Lee
- Alumni Chair:
- At Large: Brian Cardinell

Executive Director: Beth Crowder
Bookkeeper: Ellen Haines

Foundation Organization

The LCCHSF Board is composed of elected board members, the Principal of La Costa Canyon High School, and the Executive Director of the LCCHSF. The Principal and Executive Director serve as advisors in an ex-officio capacity and are not voting members. The LCCHSF maintains one shared board calendar which will contain all meetings and events (social/hospitality, arts, athletics, academic and/or fundraising).

Board Committees: Board Committees may include non-board members as well as members of the community who do not have students enrolled at La Costa Canyon High School.

As used in this document, “group” includes teams, clubs, and committees.

Liaisons: Each group has a volunteer lead who interfaces and coordinates with the appropriate Foundation Board Member to operate their team, club, or group. Liaisons will sign and adhere to an annual [code of conduct](#) before beginning their volunteer role. Any disciplinary measures will be managed by the Foundation Executive Board.

Fundraising Policy

The LCCHSF raises money to support the students and programs of La Costa Canyon High School through its fundraising programs. LCCHSF is dedicated to supporting the fundraising efforts of all members of the organization, including teams, clubs, and committees, thereafter known as “groups.” It is the policy of the LCCHSF to have all fundraising activities accomplished through fundraising avenues approved by the LCCHSF Executive Director. LCCHSF believes that optimum results and positive community relations occur when all participants comply with the LCCHSF Fundraising Policy.

Fundraising Programs

The Executive Director coordinates the LCCHSF fundraising programs on behalf of the Board members. LCC Foundation runs Annual (Fall) and Supplemental (Spring) fundraising campaigns as well as many season/program specific smaller fundraisers for each of our groups.

Annual Campaign

The Annual Campaign begins in the fall with a request to families for contributions to fund the LCCHSF’s mini-grant process which benefits teachers, classrooms, academic programs, special programs and events, and school leadership needs. Donations received may be restricted (e.g. earmarked for specific programs) or go to the general fund which will allow the LCCHSF to fund broader academic and classroom needs. The LCCHSF works with the Principal and other school leadership to prioritize needs and special projects.

Supplemental Campaign

The Supplemental Campaign typically happens in the Spring as mid-year needs appear, based on feedback from site administration and specific campus needs. This campaign has been in several forms - sporting tournament, evening fundraiser at a venue, in-person or online auctions.

The supplemental fundraiser's format is determined during the fall and winter of each school year.

Season/Program Specific Campaigns

LCCHSF supports many groups with training, standard guidelines and resources including budgeting, marketing, fundraising, and operations. Liaisons coordinate fundraising with other volunteers and the Executive Director to support groups on campus. The groups listed in the paragraphs below are not exclusive.

- **Athletics** - Our Maverick Athletic Board (**MAB**) supports each liaison and team. The MAB Chair is responsible for updating and educating liaisons and all parents on how money can be raised within the CIF and CA public school parameters. Standard "ask" language is required in all fundraising from families and the community and must be approved by the Executive Director. All "asks" for CIF sports must clearly state that all donations are optional. Club sports are not bound by this rule. .
- **Arts** - Maverick Arts (**MAR**) supports Theater, Music, Band, and Art.
- **Academics** - Maverick Academics (**MAC**) supports the Foundation Mini-Grant Process by Academic Area including, but not limited to, English, Math, Science, Social Science, World Language/ASL, Health/PE, Speech and Debate, Yearbook, Journalism, Special Education, and VAPA.
- **Other Activities** - Adaptive PE, Career Technology, AVID, Counseling, Senior Events and Grad Night, PALS, Robotics, Principal's Vision Fund, and campus beautification.

Passive Fundraising

These programs are designed to automatically generate income without undertaking a major event or activity, such as Amazon Smile.

Coordination of Fundraising

Additional fundraising events must be coordinated through the Executive Director so that business solicitations, event marketing, ticket sales, etc. will not overlap other fundraising events. All fundraising events must be approved by the LCCHSF Executive Director via the Foundation Fundraiser form and added to the LCCHSF Board shared calendar to avoid conflicts.

The LCCHSF will provide a tax ID letter or W-9 request for taxpayer identification/certification as needed.

Financial Policy

As a non-profit 501(c)3 organization, the LCCHSF is obligated to follow generally accepted accounting procedures (GAAP) used in standard financial accounting. The LCCHSF is also required, as a tax-exempt organization, to submit an annual tax return and information report, the Form 990, which includes significant financial reporting information. Therefore, it is critical that all financial transactions and reporting procedures are followed by all LCCHSF supported groups. Contracts may only be signed by the Executive Director or Board President and should not be executed by any other Foundation volunteer, including other members of the Board.

Because the IRS provides specific categories and classes into which revenue and expenses must be allocated, it is important to maintain complete and consistent records of all transactions.

Failure to adhere to financial procedures may result in delayed processing of checks and invoices. If you have questions about a financial transaction or need clarification, please contact the LCCHSF VP of Finance.

Financial Procedures

General Procedures

All groups shall follow LCCHSF standard procedures for budgeting, handling the funds in their own accounts (income and expenses) and fundraising. The VP of Finance, in conjunction with Athletics Chair (MAB), Academic Chair (MAC), and Arts Chair (MAR) will ensure all volunteers and liaisons are actively trained on rules, procedures, and processes that enable all groups to operate within our non-profit parameters. These procedures must be on file in the LCCHSF office and comply with all requirements imposed by law, the school site and District, and the Foundation insurance carrier. Each group must have sufficient funds in its account to cover all requested disbursements. If sufficient funds do not exist, the Foundation will not process the request.

By May 30th of each year, ALL groups must submit draft budgets for the next school year to the LCCHSF VP of Finance using DropBox. The VP of Finance and appropriate board members will reach out to group liaisons to discuss any issues with budgets in June. Final budgets will be input by the bookkeeper into DropBox and published back out to groups by June 30th.

Training

Training for liaisons and group chairs takes place several times throughout the year and is conducted by the VP of Finance, and MAB/MAC/MAR board members.

Deposits – Money collected by Groups

The LCCHSF accepts deposits from groups in the form of online transactions, check and cash. All checks submitted to the LCCHSF must be made out to the LCC Foundation. Absolutely NO outside accounts may be established to process funds for any group, event, team, or activity, with the exception of ASB accounts. All accounting, invoicing, and check processing must be done through the LCCHSF office.

Income Vehicles - PayPal, Sports Engine, and other online payment portals may be used by LCCHSF affiliated groups. All income vehicles must be approved by the Executive Director.

Checks collected must be deposited with the LCCHSF office. A copy of the Deposit Form is available online on the Foundation website and must be used for all check deposits. If there is a sub-account breakdown for the monies collected, that must be noted on the deposit form. All paperwork must be completed correctly or the deposit will be returned to the liaison.

Cash collected must be deposited with the LCCHSF office. A copy of the Cash Deposit Form is available online and in the office and must be used for all cash deposits. A signed receipt (copy) must be obtained from the Executive Director or Bookkeeper when delivering cash deposits. No cash can be left in the Foundation office without obtaining a signed receipt. Funds collected must be deposited to the LCCHSF office within 14 days of collection.

Any funds earmarked to a particular group will be credited 100% to that group. If there is a sub-account breakdown for the funds collected (i.e., by team, committee or event) that must be noted on the deposit form.

Any payments received in the LCCHSF office for events or activities will be filed in the group folder located in the Foundation office and the liaison will be notified.

Disbursements – Check Requests and Reimbursements

All requests for reimbursement must include a completed Check Request Form and all receipts must be attached. These documents shall be submitted to the Foundation Bookkeeper within 30 days of the expenditure and within the same fiscal year.

All check requests must include the appropriate signatures as required on the check request form and complete documentation, such as receipts and invoices, must be submitted with the form. They must be submitted to the LCCHSF Bookkeeper at least one week prior to the event deadline or mailing date. Any check requests without the appropriate coding and signatures will be returned to the liaison. Checks are processed every Wednesday during the regular school year. The deadline for submission is noon on Tuesday of the same week. Any check request submitted after the Tuesday deadline will be processed the following week.

Financial Reporting

Each group shall receive monthly financial statements (P&L and Balance Sheet) from the LCCHSF Bookkeeper via DropBox. These reports provide a year to date summary of revenue and expenses for each group.

Group liaisons are responsible for reviewing their monthly transactions, both income and expense, for accuracy. Any inconsistencies must be reported immediately to the VP of Finance.

A group/team financial statement may also be requested by contacting the VP of Finance.