



Stargate School will provide a differentiated program designed specifically to meet the needs of identified intellectually gifted learners in order to challenge each student's academic abilities, support their unique emotional needs, promote individual character development and encourage a life-long love of learning.

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## FUNDRAISING ALLOCATION COMMITTEE (FAC) MEETING MINUTES

September 6, 2017

6:00 pm

**Attendees:** Amanda Szymanski (Committee Chair), Missy Hischke (Primary Principal), Lynne Allen (CFO), Denise Vitt (Fundraising Committee Chair), Taylor Johnson (Board liaison to FAC), Elizabeth Williams (Board Finance Committee liaison), Sean Smith (HS Student Government President). Missing: Rob Cable (Secondary Principal).

1. Elect Chair for Committee
  - A. Amanda Szymanski will be serving the 1 year term
2. Review Charter and propose changes
  - A. Language was changed in regards to including oversight of Executive Director Discretionary Funds which will be reviewed annually
  - B. The language of the committee members was changed to state "an administrator from each building" and a "representative from the HS student government."
  - C. Language was changed to state meetings will be held at least once a trimester and applications will be due 2 weeks prior to our meeting (this will allow the Fundraising committee as a whole the ability to review all applications and provide feedback to the FAC for consideration)
3. Review Application Form
  - A. The form was updated to include:
    - a. Phone number or extension
    - b. Group name making request
    - c. Form will need to be made public and an announcement made to community on how and where to access the form
4. Guidelines/expectations for potential approval/denial of applications
  - A. We believe student led Adroit/Passion projects will NOT be funded through the FAC; however, requests from the Adroit class (Varel and McLeod) will be considered for materials to benefit the entire class
  - B. Student groups and clubs for primary and secondary school will be allowed (we would like to see the HS student government take an active leadership role in collaborating with the MS and Elementary student government to help with raising and allocating funds)
  - C. The more students it can benefit and the longer lasting the impact of the request for the school as a whole will have greater value
  - D. Reviewed the rubric that will be used to help determine priority of request
    - a. Each committee member will review each application before our scheduled meeting and complete the rubric for each application
  - E. If an application is denied, we will encourage the group to utilize other fundraising opportunities such as dining out nights. Information can be obtained through the fundraising committee.
5. Review any current requests
  - A. CRC-was already granted \$1500 for the Harry Potter Night
  - B. Grant Committee-all fundraising will go through fundraising committee



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- C. Executive Director's Discretionary fund will be held off for approval by the FAC until December/January once the Fundraising Committee has had time to try and raise money through the Annual Campaign and Fall Fundraiser

#### 6. Goals for the Committee

- A. To review all requests submitted to the FAC by September 29th (first deadline) and evaluate based on rubric
- B. Allocate funds if/when available
- C. Offer alternatives if application is denied (i.e. dining out nights)

#### 7. Advertising to Community

- A. An announcement shall be drafted by Missy and Rob to be included in the Monday email to the community
- B. An announcement to the staff shall be made at the next staff meeting
- C. A post shall be made to the Stargate Facebook page communicated to the community about the FAC, where the application form can be found and when the deadline for submission will be
- D. An announcement shall be communicated to all students in the primary and secondary school about how and where to apply and who to ask for help in completing the form (if necessary)

#### 8. Application Deadlines

- A. September 29, 2017
- B. December 1, 2017
- C. March 23, 2018

#### 9. Meetings to review applications

- A. October 10, 2017
- B. December 13, 2017
- C. April 11, 2018