



Fundraising Allocation Charter

The Fundraising Allocation Committee (the “Committee”) of Stargate School’s Board of Directors (the “Board”) has oversight regarding the distribution of up to 50% of the fundraising dollars raised through the Fundraising Committee in the previous year. These funds will be applied for by submitting a Fundraising Dollar Request Form to the FAC. The Committee Chairperson is required to make regular reports to the Board. The Committee’s responsibilities are described more fully below as well as in Board Policy “Approval Process for Fundraising Dollar Allocation and Distribution.”

In addition to the powers and responsibilities expressly delegated to the Committee in this Charter, the Committee may exercise any other powers and carry out any other responsibilities delegated to it by the Board from time to time consistent with the School’s bylaws.

Each member of the Committee shall be entitled to rely on the people and organizations that supply information to the Committee and the accuracy and completion of such information.

Membership

The Committee is expected to consist of Board appointed members to include the following voting members: a representative from the high school student government, an administrator from the secondary school, an administrator from the elementary school, two assigned representatives from the Fundraising Committee and the following non-voting members: the Chief Financial Officer, the Board liaison to the Fundraising Committee, and the Board liaison to the Finance Committee. The Board liaisons from the Fundraising and Finance Committees may alternate attendance at FAC meetings. The Committee Chairperson shall be appointed each year by the Committee. The at-will volunteer members of the Committee will be from the parent population or the community at-large.

Meetings and Procedures

The Chairperson (or their designee) shall preside at each meeting of the Committee and set the agendas for Committee meetings. The Committee shall have the authority to establish its own rules and procedures for notice and conduct of its meetings so long as they are not inconsistent with any provisions of the School’s bylaws and/or Board policy.

The Committee shall meet at least once during each trimester and more frequently as the Committee deems necessary. Any community member that is not a member of the Committee may attend and observe meetings of the Committee, but shall not participate in any discussion or deliberation unless invited to do so by the Committee, and in any event shall not be entitled to vote. The Committee may, at its discretion, include in its meetings members of the School's management or any other persons whose presence the Committee believes to be necessary or appropriate. Notwithstanding the foregoing, the Committee may also exclude from its meetings any persons it deems appropriate.

The Committee will make an announcement to the community as soon as reasonable in advance of any scheduled meeting. The Committee will request that all applications from the community for fundraising dollars be sent into the Committee no later than two weeks in advance of the scheduled meeting. Requests received less than two weeks in advance from the scheduled meeting may not be considered until the next scheduled meeting. The Committee will send a summary of the requests to the Fundraising Committee before the scheduled meeting.

Each application will be reviewed and discussed during the FAC meetings. Each application requires a vote of the FAC members in attendance at the FAC meeting in question. The request can only be approved by a majority vote of the FAC members in attendance at the FAC meeting. A quorum of 3 FAC members is required for voting to proceed. FAC approved applications with a dollar amount of less than \$5,000 do not require additional Board approval. The FAC committee will provide the Board a summary of each FAC approved application. FAC approved applications with a dollar amount that equals or exceeds \$5,000, require additional Board approval. The FAC will be required to submit a recommendation to the Board at the Board meeting immediately following the FAC meeting. At any time, the Board can choose to elevate the process to be approved by the Board as a whole. If any member of the FAC has a direct conflict of interest with a specific request for fundraising dollars, that member will recuse him or herself from the vote on that particular fundraising request.

Confidential Information

The Committee will have access to confidential or non-public information of the School. Committee Members shall comply with the Confidential Information provisions included in the School's By Laws.

Responsibilities

The Committee will formulate and maintain a Fundraising Dollar Request Form that will be accessible to those interested in requesting fundraising dollars.

The Committee will review submitted fundraising dollar requests and vote to approve distribution of allocated fundraising dollars.

The Committee Chairperson will make a recommendation to the Board for final approval of any fundraising dollar request that equals or exceeds \$5,000.

Completion/Dissolution:

The Committee's charter shall be reviewed annually by the Board.

Submitted for approval by:

Chairperson

Date

Approved by:



President of the Board of Directors

9/15/17

Date