LITTLETON PUBLIC SCHOOLS FOUNDATION
FUNDRAISING POLICY

1. PURPOSE

The purpose of this policy and attachments (Association of Fundraising Professionals' Donor Bill of Rights and Code of Ethics) is to establish guidelines for fundraising, Board of Directors and Individual Board Member responsibilities, donor privacy and recognition.

2. FUNDRAISING DESIGNATION

The Littleton Public Schools Foundation (LPSF) carries a 501c3 non-profit status with the Internal Revenue Service and is a registered non-profit organization with the state of Colorado and subject to all the rules and regulations set forth by the state and IRS. Its purpose is to raise funds, develop partnerships and garner community support for the goals and objectives of the Littleton Public Schools district.

3. GUIDELINES FOR FUNDRAISING

The LPS Foundation shall target all fundraising efforts to support the goals of Littleton Public Schools and shall work directly with the district superintendent's office to determine meaningful and viable funding opportunities.

Recognizing that the district schools and PTOs are engaged in their own fundraising efforts, the LPSF will not directly compete with their efforts or methods. In addition, LPSF will, when appropriate, support and partner with schools and PTOs to support their district approved fundraising efforts.

The LPSF will employ a variety of fundraising methods, including but not limited to individual donor solicitation, special events, grant solicitation and business/corporate partnerships to further its mission. It will be important to balance the financial gains of all fundraising efforts to avoid over reliance on any one method.

4. BOARD OF DIRECTORS' RESPONSIBILITES

The board must deliberate on and, in conjunction with the Executive Director, develop an annual fundraising plan that addresses staff, systems, training and budget.

The board has the obligation to lead, support, and work together with staff and volunteers in carrying out the fundraising plan.

Approved 5.1.17
Updated with new logo 1.8.18

The board will take responsibility for guidance and direction on ethical and professional fundraising practices consistent with the Association of Fundraising Professionals' Code of Ethical Standards.

The board will ensure that contributions are used in accordance with donors' intentions.

The board will review the results and evaluate the performance of the annual fundraising plan to ensure a balanced and broad approach to fundraising and to meet the needs of established goals and objectives.

5. BOARD MEMBERS' RESPONSIBILITIES

Make LPSF a priority in their annual giving plan with an annual contribution that, for them, is a substantial financial contribution.

100% board member participation is expected. Business donations are acceptable as a personal donation only if the Board Member is the business partner, principal, business owner or sole proprietor.

Participate in fundraising efforts and training.

Be supportive of the fundraising efforts and financial goals of LPSF.

Solicit and participate in training and support when needed.

Effectively disclose all potential and actual conflicts of interest as stated in LPSF Bylaws; such disclosure does not preclude or imply ethical impropriety.

Protect the confidentiality of all privileged information.

6. GIFT ACCEPTANCE

LPSF seeks outright gifts and future gift commitments that are consistent with its mission. Donations generally will be accepted and acknowledged from individuals, partnerships, corporations, organizations, government agencies or other entities in accordance with our Gift Acceptance Policy.

The Executive Director will develop processes and procedures to support the Gift Acceptance Policy.

7. GIFT ACKNOWLEDGEMENT

All donations will be acknowledged within a reasonable timeframe as determined by the type of gift, amount of gift, specific fundraising campaign.

The Executive Director shall develop policies and procedures that will ensure the following:

- All gifts will be acknowledged with official tax receipts, featuring wording required by the IRS, and a standard thank you letter mailed via USPS or emailed indicating the amount of the gift and value of goods and services received, if applicable.

- If a good or service was received, LPSF must inform the donor of its fair market value in order for the donor to know the tax-deductible portion of the contribution.
- Additional acknowledgements may include hand-written notes, phone calls, special invitations to donor appreciation events, or other. Guidelines or recommendations for these acknowledgements will be included in the annual Fundraising Plan.

8. DONOR MANAGEMENT

Donor information will be maintained within the LPSF donor database. The Executive Director will develop consistent standards for determining what information is entered, tracked and what types of reports will be generated.

Individuals with the responsibility for input of data will be designated by the Executive Director. Access to data from LPSF donor base will be restricted to LPSF employees and board members only.

Donor and sponsor requests for anonymity will be honored.

Donor information will be collected for the sole purpose of LPSF and will not be sold, rented or shared outside of LPSF.

The board will take the responsibility to ensure that donor information and rights are handled consistent to the AFP Donor Bill of Rights.