



To establish a committee advised restricted fund, specifically an Education Foundation Fund benefiting a specific geographic area or school or schools under the Gwinnett County Public Schools Foundation Fund, Inc, the following requirements are requested of each fund:

- A. Establish a governing committee of officers that it is suggested should include no fewer than 6 people and should include a principal or his/her designated representative, a parent, and community members. Committee officers will include a president, a secretary, and a treasurer.
- B. The names of the committee members should be submitted in writing to the Executive Director of the GCPS Foundation in July of each year. These individuals will be authorized to request payment of funds from the Executive Director of the GCPS Foundation.
- C. Sponsoring approval must be obtained from a school principal to establish an Educational Foundation Fund and submitted to the GCPS Foundation Fund Board of Trustees.
- D. The Gwinnett County Public Schools Foundation Fund Inc. agrees to provide quarterly (and whenever requested) statements to the Educational Foundation Fund with appropriate and accurate financial reporting of all funds deposited on behalf of the local school/cluster fund and credited to the "Restricted Funds" account under the particular Educational Foundation Fund.
- E. The governing committee must adhere to the by-laws of the Gwinnett County Public Schools Foundation Fund, Inc. and to the Georgia Educator Code of Ethics standard of conduct found on <http://www.gapsc.com> in regards to fund-raising and merchant promotions.
- F. The Educational Foundation Fund will fall under the umbrella of the GCPS Foundation and any and all donations will be tax-deductible (under the GCPS Foundation 501(C)3).

11.3 Reporting Requirements

- A. Quarterly financial statements (and whenever requested) will be provided to the local school/cluster fund treasurer and principal.
- B. The Educational Foundation Fund will submit the following information to the GCPS Board of Trustees, before July 1 of each year:
 - List of committee members to include the name, address, email address, phone number and a sample signature of each member.



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- The Educational Foundation Fund budget for the fiscal year.
- The fund-raising plan, including anticipated revenues and expenses for the coming fiscal year.

11.4 Operations

The Gwinnett County Public Schools Foundation Fund Inc. agrees to provide the Educational Foundation Funds with appropriate and accurate financial management and reporting of all funds deposited.

11.4.1 Fundraising/Deposits

Funds raised or donations received should be made payable to the “Gwinnett County Public Schools Foundation Fund (GCPSFF)” with the name of the individual Educational Foundation Fund written in the memo. Cash donations are also accepted and should be noted on the deposit slip and “Monies Collected” forms.

Funds raised at an event, or fundraiser, to benefit the Educational Foundation Fund should be transported or mailed to the Foundation Office at the ISC for deposit. The Educational Foundation Fund should make a copy of deposits for their own records. The “Monies Collected” form should be included with all deposits.

Funds will be deposited in the account of the Foundation and credited to the individual “Educational Foundation Fund” under “Temporary Restricted Funds.” Any interest earned will become property of the Foundation and credited to “Unrestricted Funds” for the Foundation’s use, as approved by the Board of Trustees, and to offset operating costs incurred on behalf of the “Educational Foundation Fund.”

Should GCPSF decide that a maintenance fee is needed to cover administrative costs; the Educational Foundation Fund will be notified 4 months in advance of the new charges.

11.4.2 Expenses/Disbursements

The committee officers of the Educational Foundation Fund will utilize the funds in a manner as they approve, as long as it is within the mission of Gwinnett County Public Schools and adheres to the Bylaws of the Foundation. Any capital improvements desiring to be made with money from the Educational Foundation Fund will have to adhere to any and all Gwinnett County Public Schools policies and procedures.

Any request for payment must be put in writing utilizing the “Check Request” form provided by the Foundation. “Check Request” must include 2 signatures, to include the school administrator and an Officer. Requests must include appropriate invoice and/or receipts. Requests must be submitted to the Executive Director of the Foundation. Allow 2 weeks for processing. Exceptions may be made at the authorization of the Executive Director of the Foundation.

We request to establish a community directed



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“Educational Foundation Fund” with the Gwinnett County Public Schools Foundation Fund, Inc.

We agree to:

- Establish a governing committee that it is suggested should include no fewer than 6 people and should include a principal or his/her designated representative, a parent, and community members. Officers should include a President, Secretary, and Treasurer.
- Adhere to the Bylaws of the Gwinnett County Public Schools Foundation Fund, Inc.

This agreement is not binding for a specific term and can be terminated by either party with a 30 day written notice signed by two officers of the requesting entity.

Name of Fund _____

Address _____

Phone _____ Fax _____

Board Members/Title: _____

Email address for receipt of periodic fund statements: _____

Principal serving as sponsor/advisor. _____

Principal Signature _____ Date _____

Gwinnett County Public Schools Foundation Fund, Inc. Use Only

The above mentioned fund has been approved by the Board of Trustees to establish an “Educational Foundation Fund.”

Signature of GCPS Foundation Officer

Date