La Costa Canyon High School Foundation

Policies & Procedures

2025-2026

The La Costa High School Foundation is the umbrella organization for all entities* at La Costa Canyon High School (LCCHS). Adherence to these Policies and Procedures allows LCCHSF to properly regulate, protect, and insure our organization and legally maintain our nonprofit status.

MISSION STATEMENT: The La Costa Canyon High School Foundation 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.

BACKGROUND: The LCC Foundation was established in 1996 as a nonprofit organization to bridge the gap between students' needs, and state and district funding, by raising money through donations, grants, and special events.

La Costa Canyon High School Foundation is incorporated as a California nonprofit public benefit corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3). LCCHSF must comply with all regulations governing nonprofit public benefit corporations. **Federal Tax ID: 33-0708190**

LCCHSF Board Members: 2025-2026

• **President:**	RJ Smith
• **VP Finance:**	Dave Mott
• **VP Communications/Marketing:**	Cristin Strain
• **VP of Development:**	Liz Kenny
• **Recording Secretary:**	Jane Elliott
• **Athletics Chair:**	Tiffany Cannis
• **Academics Chair:**	Theresa Gray
• **Arts Chair:**	Jessica Fernandes
• **Volunteer Chair:**	Brian Banks
• **Hospitality Chair:**	Heather Calvin
• **Alumni Chair:**	Gary Massa
• **At Large (Fundraising)**:	Matt Bosse
• **At Large (Sponsorships)**:	Jim Bencik
• **At Large (Comm):**	Nancy Pennington
• **At Large (Grad Nite):**	Karen Dasso
Executive Director:	Beth Crowder
Bookkeeper:	Margie Spitzmiler

PURPOSE: The goal of the LCCHSF is to support efforts and enhance learning opportunities that impact the greatest number of students possible. This is achieved by soliciting crucial funding from parents, community members, local business donations, and other sources to offer an enhanced educational experience for our students in academics, the arts, and athletics. Supported programs include 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.

The LCCHSF maintains an office in the LCC administration building and is open to the public.

LCC FOUNDATION ORGANIZATION

The LCCHSF Board of Directors is composed of current parents, the Principal of La Costa Canyon High School, and the Executive Director of LCCHSF. Each board member has one vote except for the Principal and the Executive Director, who serve in an advisory capacity and cannot vote. The officers of LCCHSF are the President, VP of Finance, VP of Marketing/Communications, VP of Development and Recording Secretary.

Meetings of the LCCHSF Board of Directors are held monthly unless otherwise noted. To add an item to the agenda, notify the Board President, Executive Director,or the designated Chair at least two weeks prior to the meeting. A brief written report may be submitted to the Secretary for inclusion in the minutes.

BOARD COMMITTEES

All board members agree to be committed to and accountable for the overall goals established by the Principal and LCCHSF. To support the success of LCCHSF, each board member may be responsible for overseeing at least one board committee. Board committees may include non-directors as well as members of the community who do not have students at LCC. Types of board committees may include, but are not limited to:

<u>Standing Committees:</u>

Maverick Academics Committee supports learning in and out of the classroom.

Maverick Arts Committee supports Theater, Music, Band, and Art.

Maverick Athletic Committee supports each liaison and team.

Other Committees:

Campus Grants Committee: responsible for collecting and reviewing grant requests and making recommendations to the full board for the awarding of grants.

Nominating Committee: responsible for strategic recruitment of qualified board candidates, and presentation of slate of officers and candidates for election.

Senior Events Committee: responsible for planning and executing events for seniors throughout the school year.

Special Event Committees:

Annual Fundraising Event: responsible for planning, coordinating and implementing the annual major fundraising event.

Grad Night: responsible for planning and executing the end of year event for seniors.

TWO BASIC RULES FOR ALL LCCHSF ENTITIES

In order to comply with nonprofit corporation law and insurance requirements, all LCCHSF supported entities must follow LCCHSF bylaws and policies and procedures and must, at a minimum, adhere to the following rules:

#1 Support mission and goals of LCCHSF. Accept, articulate, and advocate the work of LCCHSF in the school and community.

#2 Coordinate ALL fundraising events and activities. LCCHSF approval is required *before* doing any kind of fundraising to ensure proper insurance coverage and coordination among entities.

RESPONSIBILITIES TO LCCHSF

An entity has the responsibility to:

- Familiarize its members and ensure compliance with LCCHSF policies & procedures.
- Follow LCCHSF guidelines for the collection and disbursement of funds.
- Promote LCCHSF sponsored special events and fundraising activities.
- Promote LCCHSF by sharing information about LCCHSF with other parents & community members.
- Contribute 5% of gross quarterly revenue to the LCCHSF's general fund (referred to as an allocation)
- Abide by the LCCHSF Code and Conduct.

FUNDRAISING

LCCHSF is dedicated to consolidating and strengthening the fundraising efforts of all of the entities. It is LCCHSF's policy to have fundraising activities accomplished through approved fundraising avenues. LCCHSF believes that optimum results and positive community relations occur when all participants comply with LCCHSF financial policies and procedures.

Business Fundraising

LCCHSF coordinates all business fundraising/contacts within our community for purposes of consistency.

Cash donations and "in kind" donations are two types of contributions accepted by LCCHSF. If your entity needs in-kind donations (*e.g.,* food, beverages, or prizes), notify the LCCHSF office, identify your event and specific needs, and discuss solicitation options.

All business solicitations (whether cash or in-kind) must use the donor form in order to have a record and allow for tax receipts/donor recognition. This form is available online and must be submitted to the LCCHSF office.

IMPORTANT: Do not contact any business or merchant without following the above procedure so that we can maintain cordial and consistent relationships with the business community.

Significant Fundraising Plans/Ideas

Entities are required to propose significant fundraising event ideas to LCCHSF. Proposals will be reviewed by the LCCHSF board for approval. All information shall be submitted in writing and include the proposed event dates, venue, and a preliminary budget.

Merchandise - Use of Logo

The use of the Maverick logo is controlled by SDUHSD and the school site. Entities may use the Maverick logo only when combined with the name of their specific entity.

GRANTS

Grant Writing

Researching, writing proposals, and obtaining grants from outside organizations is part of the fundraising strategy of LCCHSF. In order to maintain consistency and coordinate our efforts, LCCHSF's Executive Director reviews and coordinates all grant submissions with the grants committee. Once the grants committee reviews the final proposals, they are submitted to LCCHSF's board of directors for approval. This ensures that our grants are in line with our fundraising priorities and that we follow a consistent process to obtain outside funding.

Grant Proposal Writing

After you have identified potential grant prospects, contacted the LCCHSF Executive Director and determined that your project meets the criteria for funding, the next step is to draft the grant proposal. Follow the steps outlined by the funder and draft the outline for your proposal or Letter of Intent (a shorter proposal often required by the funder prior to writing a full proposal). Most funders also require periodic follow-up reports. Keep these criteria in mind as you write the grant so that you will be able to measure and report on the outcome and results achieved with the grant funding.

Grant Submission

Submit all grant proposals to LCCHSF for signature by LCCHSF's Executive Director or President. Funders will not accept proposals from individuals or council members without proper signatures, board approval, financials and documentation of nonprofit status.

Grant Tracking

After the grant is submitted, it will be tracked by the Grants Committee to determine status. LCCHSF will report back to the entity representative or board member when the grant determination is received. If the grant is approved by the funder, LCCHSF will process the check and paperwork, direct it to the appropriate program and send the tax receipt/ thank you letter. If the grant is not approved, LCCHSF may contact the funder for feedback and possible resubmission at a later date.

FINANCIAL POLICY

As a nonprofit 501(c)(3) corporation, LCCHSF must follow generally accepted accounting procedures (GAAP). In addition, as a tax-exempt organization, LCCHSF must annually file with the IRS a *Return of Organization Exempt From Income Tax* (Form 990) which reports a significant amount of financial information. Therefore, it is critical that the entities follow all financial transaction and reporting procedures.

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. Contact the LCCHSF office if you have questions about a financial transaction or need clarification.

Contractual Obligations

Contracts with vendors, sponsors, or any outside group can only be signed by the LCCHSF Executive Director or President. Neither parents nor coaches/staff members are authorized to bind LCCHSF in contractual agreements. No exceptions.

Liquor Liability Coverage

Liquor liability coverage must be obtained for any LCCHS-sponsored event where liquor will be served. There is **NO** alcohol permitted at events where students are present. Entities will not be reimbursed for any expenses incurred related to alcohol, including gifts.

Gifts

Individual recognition shall not exceed $100 per person. Gift card activation fees are not included in this amount but must be accounted for in an entity's budget. Reimbursement for gift cards must include a list of names of each recipient.

Gift cards shall not be used for reimbursable expenses.

FINANCIAL PROCEDURES

General Procedures – Entity Income and Expenses

- Each entity must have an annual budget approved by the LCCHSF.
- Each entity must have funds on hand in its account to cover all requested disbursements.
- All checks accepted by the LLCHSF must be made out to the LCCHSF.
- **Absolutely NO outside accounts may be established or used to process funds for any entity, event, or activity**. All accounting, invoicing and check processing must be done through the LCCHSF office, and checks that are mailed must be mailed to the LCCHSF.

Deposits Collected by Entities

- Complete a **deposit form** for both cash and check deposits, and deliver all deposits to the LCCHSF office. A **deposit form** is available online. **Do not leave cash in the LCCHSF office without getting a signed receipt.**
- Funds collected must be deposited within 14 days of collection.
- All funds collected, including electronic, will be reported on the entity's P&L statement.

Disbursements and Reimbursements

- Complete the **fund disbursement request** and submit it with appropriate approvals and *all* required documentation to the LCCHSF office two to three weeks prior to the event deadline or mailing date.
- All **requests for reimbursement** must be accompanied by the appropriate receipts and be submitted to the LCCHSF office within 14 days of the expenditure for which reimbursement is being requested.
- **Deliver** the requests and documentation to the LCCHSF office or **email** to: forms@lcchsfoundation.org.
- Checks are processed every Wednesday, exceptions will be communicated in advance. The deadline for submission is noon on Tuesday of the same week. Any request received after the Tuesday deadline will be processed the following week.

Note: If the submitted item is a budgeted expense it will be processed. Otherwise it will be held for review by the Executive Committee.

Financial Reporting

- Each month, the LCCHSF will provide updated financial statements ("financials") which include a Budget vs.Actual and a Profit & Loss statement (P&L).
- Entities may also request their financials by contacting the LCCHSF office. Allow two weeks to reconcile the entity's accounting reports with the financials.
- Entities are responsible for reviewing their monthly transactions, both income and expense, for accuracy. Any inconsistencies must be brought to the attention of the Executive Director.
- When an entity becomes inactive, any remaining funds will be redirected to the Maverick Fund.

Credit Card and Online Payments

LCCHSF accepts and processes donations and payments online as a convenience to donors and purchasers. All online transactions must be processed directly via the LCCHSF. Entities that wish to sell tickets or sell items for purchase online, should contact the LCCHSF office at least two weeks prior to the start of the event or activity.

Non-Budgeted/Emergency Funding

The LCCHSF does not maintain any emergency funding. If an entity does not have funds to adequately cover their expenses, there will be no further reimbursements.

General Fund Disbursements

Money donated to LCCHSF which is not otherwise designated or earmarked will be deposited into the Maverick Fund.

CAPITAL PROJECTS

A capital improvement project is one in which buildings or grounds at LCC are altered or modified in any way. This requires coordinated planning and effort between LCC and LCCHSF to ensure that:

1) the project meets capital needs and plans of the San Dieguito Union High School District and La Costa Canyon High School; and 2) any fundraising effort does not conflict with other major fundraising efforts of the LCCHSF.

A proposal for a specific capital improvement must sAssistant Principal of Facilities for initial consideration and project planning. Further review and approval is required by SDUHSD Director of Maintenance Operations. A proposal may also require approval by the Department of State Architects. After final District approval is obtained, LCCHSF must create and implement a fundraising campaign plan, including policies and procedures for accepting campaign gifts, before fundraising can commence.

COMMUNICATION

Foundation website: LCCHSF maintains a proprietary website for sharing information with parents, accepting online donations and selling fundraising items. Website can be accessed directly at www.LCCHSFoundation.com.

Social Media: The LCCHSF social media accounts will repost LCC related content as well as flyers and photos from official entity accounts.

Instagram:

@lcc_foundation is the Instagram handle of the LCCHSF.

@lcc_mav_athletics is the Instagram handle of the Foundation Athletics Committee.

Facebook:

https://www.facebook.com/LCCHSFoundation/

LCCHSF also uses social media to communicate with the LCC community. Social media and online communication by accounts representing LCCHSF entities must be under the oversight of the designated entity liaison.

*An “entity” is defined as a team, group, club, activity, or committee.

LA COSTA CANYON HIGH SCHOOL FOUNDATION CODE OF CONDUCT- VOLUNTEER
2024-2025

Serving in a volunteer position requires good judgment and management of reasonable risks. As a volunteer for the Foundation:

- I shall conscientiously perform all assigned tasks to the best of my abilities. This includes maintaining fiduciary responsibility of all financial records and procedures.
- I shall act honestly and ethically while in the performance of my duties.
- I shall not pursue personal agendas and shall focus on the overall Foundation goals
- I shall be tactful, patient, and courteous when representing the Foundation.
- I shall not coerce or mandate any donations. All donations are voluntary.
- I shall maintain the confidentiality of all donor and participant information.
- I shall perform Foundation activities free from the influence of alcohol and drugs. I shall not drink alcohol/smoke/vape/or use chewing tobacco while on the La Costa Canyon High School Campus.
- I shall not use Foundation equipment, materials, property, name, or tax-exempt status for personal advantage and/or gain.
- I shall not harass participants, staff, spectators, referees, or other volunteers.
- I shall not use physical force against anyone except in self-defense or defense of others.
- I shall not gamble on any play or outcome of any LCC High School event at any time.
- I shall obey all applicable local, state, and federal laws, while acting on behalf of the Foundation, including all laws and regulations that govern appropriate conduct in the workplace.

The LCCHSF Board of Directors will review all violations of the Code of Conduct. Disciplinary action may include the removal from all Foundation activities and the referral of the conduct to the LCC Administration, the SDUHSD and/or the appropriate law enforcement agency.

I have read the La Costa Canyon High School Foundation Code of Conduct and promise to adhere to its rules and regulations.

_____	_____	_____
Print Name	Signature	Date