

Cobb County Public Schools Educational Foundation

School Funds

The Cobb County Public Schools Educational Foundation (Foundation) supports the schools, staff and students of the Cobb County School District through grants, scholarships and programs. The Foundation is a 501(c)3 non-profit supporting organization to the Cobb County School District.

In addition to supporting the Cobb County School District with programs established by the Foundation, individual schools in Cobb County School District are eligible to establish their own foundation, or "School Fund" to support the students, staff and goals of a particular school. In doing so, the "School Fund" will fall under the umbrella of the Foundation and any and all donations will be tax-deductible as allowed by law.

Establishing a School Fund

In order to establish a "School Fund" with the Foundation, the individual school must do the following:

1. **Establish a governing board.** Boards must consist of the principal, school staff and parents. Each board should consist of no fewer than 5 people. Board Officers to include a President, Secretary, and Treasurer. Schools should elect their board members to serve no more than 2 consecutive years, with the exception of the school principal. The names of the Board members must be put in writing on school letterhead and sent to the Executive Director of the Foundation in May of each year. These individuals will be authorized to request payment of the Treasurer of the Foundation.
2. **Adhere to the Bylaws of the Cobb County Public Schools Educational Foundation.**
3. **Obtain approval by the Foundation Board of Trustees to establish a "School Fund" for their school.**

The Foundation agrees to provide the following:

1. Appropriate and accurate financial management of all funds deposited on behalf of the "School Fund" to benefit the individual "School Fund," and credited to "Restricted Funds" under the particular School Fund name.
2. Quarterly financial statements to the "School Fund" officers and principal.

Financial Information

Fundraising/Deposits

1. Any funds raised or donations received must be made payable to the “CCPS Educational Foundation” with the name of the individual School Fund written in the memo. Cash donations are also accepted and must be noted on the deposit slip and “Donations Transmittal” form.
2. Any funds raised at an event, or fundraiser, to benefit the “School Fund” will be transported to the Treasurer of the Foundation for deposit. The individual “School Fund” will make a copy of any and all “Donations Transmittal” forms for their own records. Original “Donations Transmittal” form must be sent to the Treasurer of the Foundation along with the monies for deposit.
3. Funds will be deposited in the account of the Foundation and credited to the individual “School Fund” under “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 “School Fund.”

Expenses/Debits

1. The Officers and governing body of the School Fund will utilize the funds in a manner as they approve, as long as it is within the mission of Cobb County School District and adheres to the Bylaws of the Foundation. Any capital improvements desiring to be made with money from the School Fund will have to adhere to any and all Cobb County School District policies and procedures.
2. Any request for payment must be put in writing utilizing the “Request for Check” form provided by the Foundation. “Requests for Check” must include 2 signatures, to include the Principal 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.

Request to Establish a "School Fund"

We request to establish a "School Fund" with the Cobb County Public Schools Educational Foundation.

We agree to:

- Establish a governing board that will consist of no fewer than 5 people and to include the principal, school staff and parents. Officers to include a President, Secretary, and Treasurer. Each officer to serve no more than 2 consecutive years, with the exception of the school principal.

- Adhere to the Bylaws of the Cobb County Public Schools Educational Foundation.

Name of School _____

Address _____

Phone _____ Fax _____

Principal _____

Principal Signature _____ Date _____

Parent Representative _____

Parent Representative Signature _____ Date _____

Cobb County Public Schools Educational Foundation Use Only	
The above mentioned school has been approved by the Board of Trustees to establish a "School Fund."	
_____ Signature of Foundation President	_____ Date