

8/13/92

NSEF - OUR MISSION

The Noblesville Schools Educational Foundation, Inc. is a non-profit organization established in 1987 to promote, sponsor, fund, organize and implement programs, and to assist individual educators in the pursuit of excellence in education within the public school system of Noblesville, as the need may arise.

A community-based Board of Directors manages Foundation activities.

Six objectives have been established for the organization:

- a teacher recognition and reward program based on excellence in teaching;
- to promote excellence in the teaching profession through financial assistance to improve performance;
- to provide programs on the concepts of enlightened thinking and progressive attitudes for educators;
- to administer a financial assistance program which may include grants, scholarships, programs, studies, materials, capital assets or equipment;
- to foster a sense of common goals between the community and the teaching profession, and
- to be a positive force in the development of our youth and the improvement of the school system to enhance the future of the community.

Goals of the grant awards programs are:

- to fund specific projects or programs in which funds are not otherwise available;
- to assist educators in developing academic activities which cannot be normally accomplished;
- to promote an outstanding educational environment through imaginative ideas;
- to enhance the current educational curriculum;
- to elevate students' attitude toward knowledge;
- to support imaginative parental support activities in pursuit of their children's motivation toward education;
- to emphasize programs aimed at students at all academic levels, and
- to make the pursuit of knowledge both fun and enjoyable.

2/24/94

Noblesville Schools Educational Foundation

"Job" Descriptions

Duties of Each Board Member:

- A. Represent the educational interest of the community
- B. Prepare for and attend all meeting of the Foundation. Board members are expected to notify the President if they are unable to attend a meeting.
- C. Accept assignments and positions as committee members or officers.
- D. Participate in fundraising activities to benefit the Foundation.
- E. Be members-in-good-standing of the Foundation.

Duties of the President:

The President is responsible for directing the welfare and progress of the organization. The President shall preside at all meetings of the Board of Directors, call special meetings, appoint committees and the chairpersons, and call necessary meetings of the Executive Board. The President shall perform such other duties required of the office. The President shall have a key to the Foundation Postal Box, and the President shall be co-signator on all financial and legal documents. The President or his/her designee shall be a member of the Noblesville Schools Community Advisory Council. The President shall send written notice of meetings, approximately 10 days prior, to all members.

Duties of the Vice President:

The Vice President shall assist the President and act in the absence of the President. The Vice President shall make an annual report of activities to the Noblesville Board of School Trustees at its January meeting each year. The Vice President shall chair the Finance Committee.

Duties of the Secretary:

The Secretary shall keep the minutes of the Corporation and the Executive Board. The Secretary shall maintain a permanent file of minutes, membership and board member records.

page 2
"Job" Descriptions

Duties of the Treasurer:

The Treasurer shall be custodian of the funds of the Foundation and shall keep full and accurate account of the receipts and disbursements in books belonging to the Corporation. The Treasurer shall deposit all monies and valuable effects in the name and to the credit of the Corporation in such depository as may be designated by the Board of Directors. The Treasurer shall also keep a key to the Foundation Postal Box. The Treasurer shall be a co-signator, with the President, on all financial records. The Treasurer serves as a member of the Finance Committee. The Treasurer arranges for the annual audit and filing of legal reports.

NOTE: While all committees should be chaired by Board Members, the composition of the committees should not be limited to Board Members. However, all committee members should be members of the Foundation.

Finance Committee:

Chaired by the Vice President. This committee shall oversee the budget and the finance of the Foundation by establishing a budget and maintaining it. This committee establishes the fundraising plan and coordinates fundraising activities.

Grant Review Committee:

This committee oversees the grant application, review and awards processes, and ensures compliance with the grant guidelines. This committee manages communication between potential grant applicants, grant recipients and the Foundation.

Publicity:

This committee promotes the activities and interests of the Foundation. Examples of activities to be promoted are: fundraising activities, board appointments, membership campaigns, grant awards, special gifts and other accomplishments.

Page 3

"Job" Descriptions

Audit:

Each January, this committee reviews the accounts maintained by the Treasurer. This committee makes recommendations concerning better fiscal management to the Treasurer and to the Board in its report.

Long Range Planning:

This committee investigates and proposes actions affecting the future of the Foundation.

Nominating:

This committee is appointed by the President for the purpose of nominating Board Members and to nominate a slate of officers each fall for election in December.

Noblesville Schools Educational Foundation, Inc.

Background

The process of formation began in earnest in December 1986 as an outgrowth of discussion in Advisory Council.

The Foundation's organizational meeting was held September 25, 1987. Bill Douthit was elected president, Chris Dickos - vice president, Jerry Thompson - secretary, and Jim McKinnon - treasurer.

Approved by the Foundation Board January 11, 1988:

Restricted Gifts - The NSEF was created and is being administered to accept monies and gifts to be used or invested to enhance the educational system of the Noblesville school system. The Foundation will accept any contribution that satisfies the intent and spirit of the Foundation. Any contribution with restrictions, specifications or special requirements must be approved by the Board of Directors.

Grants vs Endowment - The Foundation will accept any monies or gifts specifically designated for student scholarships, grants for immediate use, or for the endowment fund as directed by the donor - assuming it would be an acceptable designation or restriction by the Board. It is recommended that monies and gifts received without restrictions or designation be split between immediate projects and endowment as follows:

	Projects	Endowment
1988	50%	10%
1989	85%	15%
1990	80%	20%
1991 - 95	75%	25%
1996 +	70%	30%

Definition of Endowment - It is the intent of the Board that monies and gifts received in the endowment are to remain as a permanent fund. Interest, dividends and other earnings received from investment of the fund are to be used for projects. Endowment principal is to remain intact unless otherwise directed by the Board.

January 11, 1988:

Recommendation of Grants Committee that the Foundation should award Mini-grants (\$300 or less); Regular grants (\$1,000 or less), and District-Wide grants (no maximum amount).

Grants should be made on a "quality" basis only with no plan to spread grants between various schools on any type of quota.

May 1988:

It is established that the NSEF will purchase plaques for teachers, administrators and staff with 25 or more years of service, to be presented by the NSEF president the annual spring breakfast.

May 18, 1988:

Only monies or gifts specifically designated for student scholarships or grants (that were accepted by the Foundation Board) would be used for student scholarships or grants.

The 1988 fundraising goal was \$25,000; the fund raising committee recommended a goal of \$50,000 for 1989 even before the 1988 effort began.

September 14, 1988:

After discussion, the Board agreed that grants will discourage stipends for teachers, but would not want to be in conflict with school corporation policies.

Fall 1988:

The first membership drive, chaired by Chris Dickos, takes place. Approximately 400 members are acquired.

June 26, 1989:

Officers are elected for 89-90: Joe Brown, president; Tom Mabel, vice president; Jim Cowan, treasurer, and Susan King, secretary.

September 13, 1989:

Moved and seconded to change the annual membership dues from \$15 to \$20.

January 17, 1990:

It is reported that the NSEF has 151 members. About 1/2 of the members renewed through the mail campaign.

March 7, 1990:

Bill Douthit presented the concept of the "Come Dream With Us" program. The format is adopted by the Board.

August 13, 1990:

New officers are elected: Chris Dickos, president; Tom Mabel, vice president; Susan King, secretary, and Jim Cowan, treasurer.

September 13, 1990:

The "Life Membership" program is established (also called Endowment for Education).

October 11, 1990:

It is reported that about 1/2 of the previous year's members renewed through the mail campaign.

November 8, 1990:

Membership is reported to be 136 members.

December 13, 1990:

Membership stands at 26 Life Members, 176 Members (135 renewals), compared with 171 members the previous year.

November 14, 1991:

Election of officers: Chris Dickos, president; Jane Howard, vice president; Dwain Smallwood, secretary and Anita Beck, treasurer.

8/10/92

***Endowment for Education
Noblesville Schools Educational Foundation
(Life Membership)***

Please enroll me/us as a Life Member of the Foundation. Memberships in this category are \$1,000, payable at the rate of \$100 per year for 10 years.

My check for \$ _____ is enclosed.

Please send a reminder annually in _____.
(Month)

Please list my/our name as follows:

Name: _____

Address: _____

Street

City

State

Zip

Telephone: _____

Date: _____

Signature

Another good prospect for membership is:

Mail this form, along with your check, to:

Mike Antrim

P. O. Box 10

Noblesville, Indiana 46060

For more information, please call 773-2190

For more information contact
Jane Howard, 921-4312 (office)
776-0433 (home)

Note: as of 2/1/94 we have 62 Life Members (9 are paid in full)

Noblesville Schools Educational Foundation

Life Membership Program

1. The donor(s) commits \$1,000 over not more than 10 years. The donor name will be added to the Life Membership plaque after receipt of \$100. The name will be removed if the pledge is not paid in any year. Pledges should include some payment every year until fulfilled.
2. The Life Membership plaque is located in a public area of the Administration Building. It will be moved to a prominent location in the new high school building.
3. The solicitation campaign takes place in October each year although Life Members are accepted at any time.
4. Prospects for Life Members should be contacted personally by a Board member or selected additional volunteers.
5. The Board should set a goal for a certain number of solicitations per Board members, and acquisition of a certain number of Life Members each year.
6. Some sort of activity should take place for Life Members only each year.
7. Life Member payments are designated for the endowment fund.

Contribution Guidelines

Restricted Gifts - The NSEF was created and is being administered to accept monies and gifts to be used or invested to enhance the educational system of Noblesville Schools. The Foundation will accept any contribution that satisfies the intent and spirit of the Foundation. Any contribution with

restrictions, specifications or special requirements must be approved by the Board of Directors.

Grants vs Endowment - The Foundation will accept any monies or gifts specifically designated for student scholarships, grants for immediate use, or for the endowment fund as directed by the donor - assuming it would be an acceptable designation or restriction by the Board. It is recommended that monies and gifts received without restrictions or designation be split between immediate projects and endowment as follows:

	Projects	Endowment
1988	50%	10%
1989	85%	15%
1990	80%	20%
1991 - 1995	75%	25%
1996+	70%	30%

Definition of Endowment - It is the intent of the Board that monies and gifts received in the endowment are to remain as a permanent fund. Interest, dividends and other earnings received from investment of the fund are to be used for projects. Endowment principal is to remain intact unless otherwise directed by the Board.