



Fundraising & Grant Writing Committee

The Fundraising & Grant Writing Committee will be chaired by the Head of School and will meet as often as necessary to conduct its work, but at least quarterly. Its purpose is to establish and meet fundraising goals for BPS, as well as provide appropriate board oversight, and raise strategic fundraising issues for board discussion.

FUNDRAISING AND GRANT WRITING COMMITTEE RESPONSIBILITIES

Specific responsibilities of the finance committee include:

➤ **Membership and Voting Criteria:**

1. Committee membership consists of three or more parents, staff or community members and chair (BPS Head of School). At least one committee member should have professional fundraising or grant writing experience.
2. Committee voting privileges are given to members who have attended three (3) of the last six (6) meetings (can vote at the third meeting).
3. Designated department representatives will have automatic voting privileges.

➤ **Duties and Responsibilities:**

1. Set annual fundraising goals and regularly monitor progress against those goals
2. Identify strategic and long-term fundraising issues to address before they become urgent issues
3. Identify and research grant opportunities with faculty and curriculum coordinator(s), and provide details to appropriate BPS groups to determine the best opportunities.
4. Coordinate, recruit grant writers and assist (as time allows) with actual grant writing.
5. Identify key fundraising partners and donors in the BPS and extended communities
6. Develop a fundraising & grants database
7. Nurture relationships with key donors in coordination with BPS Communications Director, through mailings and approved marketing materials and/or initiatives
8. Provide recommendations to ensure appropriate fundraising and grant writing policies and procedures are in place
9. Serve as an ongoing resource and advisor to staff on fundraising and grant writing issues, and work closely with staff and faculty on fundraising and grant writing oversight
10. Evaluate and approve fundraising funds requests to ensure funds are being used primarily for the educational benefit of BPS students.
11. Monitor all fundraising income and expenditures.
12. Maintain and publish a master schedule of fundraising events.



13. Approve fundraising event requests based on schedule and approve fundraising funds requests based upon appropriateness of expenditure, ensuring that general fundraising funds are used primarily for the educational benefit of BPS students. Note: events and expenditures over \$500 must be pre-approved.
14. Approve the intention to write a grant request based on a stated interest from a BPS stakeholder group (committee, staff or special interest group) and the availability of individuals willing to write the grant.
15. Maintain a file of information typically needed to write a grant and copies of written grants.
16. The Fundraising LIBS (line item budget supervisor) is responsible for signing off on fundraising reimbursement and check requests and tracking all fundraising efforts throughout BPS. An annual report should be submitted to the BPS Board detailing items funded and monies raised.
17. The Business Office will supply an Income/Expense Report which should be reviewed for accuracy and submitted to the Board at least once per quarter.
18. The Fundraising Chairperson arranges Fundraising Committee meetings every month and makes sure they are on the BPS school calendar. These will also be published in the BPS newsletter.
19. The person in charge of a given fundraising event will distribute fundraising updates to parents via BPS weekly reminders. This will include upcoming activities, completed activities, amount of funds raised and how the funds will be/were spent.
20. Recruit new committee members.
21. Develop appropriate forms and proposed policies and procedures.