

Integrated Day Education Alliance (IDEA)

Fundraising Procedures:

All fundraising activities conducted by the IDEA will receive prior approval by the IDCS Director (via a completed Fundraising Activity Proposal form) and will have a responsible Volunteer Activity Coordinator assigned. This individual will be responsible for organizing the activity, supervising its execution and completing all post-activity requirements.

Any special requirements on the part of the school staff (equipment, set-up, etc.) will be identified prior to approval of the activity and will be coordinated through the appropriate department for scheduling.

All funds received during the course of the activity will be maintained on school grounds. At the end of each day's activity, the funds will be counted and recorded in a cash receipt log and deposited in a locking cash box. The box will be given to a staff member on duty for verification of the cash receipts and securing in an appropriate container. At NO time are funds to be removed from school grounds, except for deposit by the IDEA Treasurer, unless specifically approved by the Director, IDCS.

Fund Expenditures:

Any net proceeds from fundraising activities conducted by the IDEA are intended to be used to support the objectives of the Integrated Day Charter School. These funds should serve as an enhancement to the normal IDCS program and any uses of funds should not present a follow-on financial burden to the school's normal operating budget.

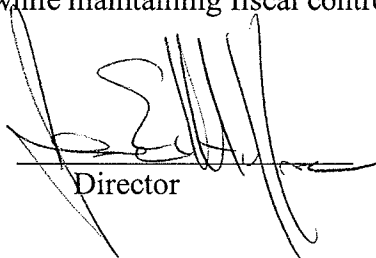
All requests for IDEA grants should follow the following procedures:

1. Submit a request for grant funds to the IDEA; the request should clearly explain the use of the funds and benefit to be gained by the school/students/staff from the grant.
2. The request will be routed to the School Council for review and recommendation.
3. The request will then be forward to the Director for final approval.
4. To the maximum extent possible, any purchases should be made through the IDCS Business Office to take advantage of the school's tax exempt status. All receipts for purchases made by individuals and packing lists for items received must be turned in to the Business Office and/or the IDEA Treasurer.

Note: The IDEA is part of IDCS, Inc. as a whole and any and all funds are ultimately under the control and responsibility of the IDCS Governing Board. These procedures are set in place to facilitate the advantageous use of fundraising income to meet immediate, as well as long-term, needs of the school while maintaining fiscal control and accountability.

-C.E. Davis, Business Manager

Approved for implementation:


Director

Date: 5/22/03

**Integrated Day Education Alliance
(IDEA)**

IDEA Fundraising Proposal

Proposed Fundraising activity: _____

Responsible Coordinator(s): _____

Support requirements (equipment, set-up assistance, etc.): _____

Responsible Staff-member (if after school activity): _____

** Staff-member will secure all funds at completion of the day's activities
For activities held during normal hours, turn in all funds to the front office.

Director:	Approved _____	_____	_____
	Denied	Signature	Date

Copy to: IDEA Treasurer
IDCS Business Office

(See reverse side for Grant Application form)

**Integrated Day Education Alliance
(IDEA)**

IDEA Grant Application

Requesting individual/group: _____

Project Description: _____

Note: Funds expended should provide an enhancement to the IDCS educational program and not present any follow-on fiscal burden to the school.

School Council Review/Recommendation:

Director:	Approved Denied	_____ Signature	_____ Date
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Copy to: IDEA Treasurer
IDCS Business Office

(See reverse side for Fundraising Proposal form)