

Texas Small District Education Foundation Cohort Project

The Texas Pioneer Foundation and Education Capital, LLC have developed a joint project to encourage the development of education foundations among smaller school districts in Texas. The Texas Small District Education Foundation Cohort Project will allow smaller school districts to overcome the obstacles to establish their own education foundation by providing the resources, guidance and tools necessary to create a successful and sustainable nonprofit organization.

Texas Pioneer Foundation

The Texas Pioneer Foundation is a private foundation located in San Marcos, Texas that is committed to supporting the success of education foundations in Texas. A grant was awarded to Education Capital to support the creation of education foundations in smaller school districts in the East Texas region. The grant will provide this cohort of small districts with the tools necessary to create a sustainable education foundation: professional consulting services to help create the organization, graphic design services to develop a professional image for each education foundation, preparation of the state and federal nonprofit and charitable filings, one board manual per district, and a year of specialized training with five (5) onsite cohort meetings.

Education Capital, LLC

Education Capital will serve as the fiscal agent for the project and track cohort success and outcomes.

Selected Cohort Members

A maximum of six (6) public school districts will be included in the cohort from the East Texas area. There are a few responsibilities of the participating school districts. So, what are the responsibilities of the district? To participate in the cohort the district will need to:

1. Approve a resolution by the Board of Trustees of the School District to support establishing an education foundation.
2. Superintendent of Schools and one Trustee to serve as members of the education foundation board of directors.
3. Be prepared to incur approximately \$3,000 in startup costs (\$850 IRS filing fee for the 1023 application; \$25 Secretary of State filing fee; \$2000 allowance for copies, printing, and misc.).
4. Provide administrative support to reproduce materials, communicate with the local education foundation board of directors and assist with correspondence.
5. Two or three education foundation representatives will also be asked to participate in five onsite training sessions in a location to be determined to gain strategies for implementation. Those representatives will then work with their local education foundation board of directors to implement the strategies covered during each training session.

Foundation Innovation, LLC

Texas Pioneer Foundation and Education Capital have selected Foundation Innovation, LLC to serve as expert consultants to facilitate the development of a unique education foundation for each cohort district.

Foundation Innovation's step-by-step approach and extensive training materials streamline the process for establishing an education to maximize and value the time of volunteers. Once



implemented, each new education foundation will have the development tools necessary to raise funds to enhance educational excellence and to recognize student achievement successfully for many years. Foundation Innovation consultants will provide guidance and tools to address the following key components:

- ◆ **Board Development and Training** - *Foundation Innovation* will guide the process of board development and training utilizing the following components:
 - Board Development Overview and Plan of Action
 - Training Materials - A customized board manual developed by *Foundation Innovation*
 - Preparation of Documents for Tax-Deductible Status – *Foundation Innovation* will verify the nonprofit name availability, prepare for final approval and execution the Certificate of Formation (previously titled Articles of Incorporation) with the Secretary of State's Office; the employer identification number, the 1023 Application for 501(c)(3) tax deductible status with the Internal Revenue Service; the bylaws; the questionnaire with the Texas Comptroller's office and subsequent letter of exemption from sales tax; and corporate resolutions necessary to establish a nonprofit corporation.
 - Additional Corporate Documentation – *Foundation Innovation* will provide additional information including a Memorandum of Understanding to establish a transparent and deliberate partnership between the foundation and school district.
 - Foundation Innovation Online – Provides each foundation with its own password-protected web page that delivers instant access to foundation documents, forms, letterhead and other important information.
- ◆ **Image Development and Marketing Materials Design** - *Foundation Innovation* will work with the board of directors to determine a unique image or brand for your education foundation.
 - Logo/Brand Development – *Foundation Innovation* will develop a series of potential logo designs for input from the board of directors.
 - Brochure, Letterhead & Envelope – *Foundation Innovation* will design a brochure and letterhead for review and edit by the marketing committee.
 - Press Releases – *Foundation Innovation* will provide press release templates to highlight and announce key activities and accomplishments of the foundation.
- ◆ **Annual Fund or Major Gift Campaign** - An organized fundraising campaign is conducted to allow individuals, businesses, vendors, employees, parents and community leaders an opportunity to financially invest in the mission of the education foundation.
- ◆ **Program and Grant Identification and Selection Process** – The determination of funding priorities and the purposeful allocation of funds is an important component of a successful fundraising campaign.
- ◆ **Signature Event Development** - An education foundation can benefit from hosting a community event celebrating student success and teaching excellence.
- ◆ **Alumni Committee** - Many graduates of the district may not have a continued connection to the community and an alumni committee can provide that connection and result in financial support.



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COMMITMENT FORM

To ensure the success and sustainability of the new education foundation, the school district's support and commitment is necessary. In order to participate in the Texas Small District Education Foundation Cohort Project, the school district must commit to support the establishment of the education foundation in the following ways:

1. Approve a resolution by the Board of Trustees of the School District to support establishing an education foundation.
2. Superintendent of Schools and one Trustee to serve as members of the education foundation board of directors.
3. Be prepared to incur approximately \$3,000 in startup costs (\$850 IRS filing fee for the 1023 application; \$25 Secretary of State filing fee; \$2000 allowance for copies, printing, and misc.).
4. Provide administrative support to reproduce materials, communicate with the local education foundation board of directors and assist with correspondence.
5. Two or three education foundation representatives will also be asked to participate in five onsite training sessions in a location to be determined to gain strategies for implementation. Those representatives will then work with their local education foundation board of directors to implement the strategies covered during each training session.

Contact Information

Name of the School District:

Physical Address:

Mailing Address:

Telephone Number: _____

Signed:

Printed: _____

Printed: _____

Superintendent

School Board President

Date: _____

Date: _____

FAX signed copy to 877-390-4636 or scan and email to tracy@foundationinnovation.com



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Resolution
_____ Independent School District
Board of Trustees

Whereas,

The _____ Independent School District (District) Board of Trustees (Board) desires to establish and maintain an effective working relationship with the community through the _____ ISD Education Foundation (Foundation) for the benefit of the students of the _____ ISD; and,

Whereas,

The Board recognizes that benefits will accrue to the students of the _____ ISD as a result of its working relationship with the Foundation in the form of cooperation and financial support for educational programs to directly benefit the District students, assistance the District funding initiatives outside the District's budget capabilities that promote and enhance the quality of education in the District, and enhance community support for students of the District;

Now, Therefore, Be It Resolved That

The Board hereby determines that the benefits and support provided by and to the Foundation, which may be more specifically described in an Agreement between the District and the Foundation, serves an educational and public purpose; and sufficient consideration is provided to the Foundation by the District to justify the benefits and support provided to the Foundation; and internal District controls will ensure the public purpose of the District's benefits to and support of the Foundation.

Approved by the Board of Trustees at a duly-called and posted meeting on _____, 2012

President, Board of Trustees

Secretary, Board of Trustees