



THE FOUNDATION FOR
ORANGE COUNTY

PUBLIC
SCHOOLS

**School & District Funds
Policies & Procedures Manual**

JOINED FOR SUCCESS

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Why Become a Fund of the Foundation of OCPS

By becoming a Fund of the Foundation for Orange County Public Schools, schools can focus on raising funds to accomplish their goals while foundation staff serve as their “back office.” Funds operate under the foundation’s 501(c)(3), meaning all donations are tax deductible in accordance with applicable law.

Foundation staff:

1. Deposit all funds and provide receipts to donors
2. Cut checks as requested on a weekly basis
3. Provide quarterly reporting of revenue and expenses
4. Input donors into central donor database
5. Maintain web site with individual sub-pages available to funds
6. Incorporate all school and district funds in FOCPS annual audit and 990
7. File annual report with Florida Department of Agriculture and Consumer Affairs as required by state law
8. Submit annual report to Florida Department of State as required by state law
9. Provide credit card swipers for school fund events
10. Maintain checks and balances with oversight from the FOCPS board of directors and finance committee

Please use this manual as a resource to guide your efforts. Foundation staff are available to talk with your school’s principal, bookkeeper and governing volunteers.

Contacts:

Lola Gangi
Business Manager
lola.gangi@ocps.net
t 407.317.3200 x200.2939

Twanna Scroggins
Operations Director
twanna.scroggins@ocps.net
t 407.317.3200 x200.2919

Cindy Williams
Executive Director
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Purpose

This manual defines the policies and procedures for School Funds and District Funds which utilize the Foundation for Orange County Public Schools (“FOCPS”) as a fiscal agent. The first section of the manual defines the policy objectives, followed by specific policies, and finally covers procedures.

Objectives

The objectives of FOCPS School and District Funds policies are:

- To provide an infrastructure to facilitate Orange County schools and OCPS District programs in raising funds from the general public,
- To ensure that school, district, and FOCPS personnel and volunteers carry out their fiduciary duties relating to such school and district funds,
- To maintain the school and district funds in as efficient a manner as possible.

Policies

1. General Policies

- a. School and district funds may be established at the request of authorized persons at any OCPS school or district program, subject to approval by FOCPS management
- b. Each school and district fund will have one or more fund representatives (“FR”), who are empowered to request disbursements from the applicable fund. FR’s for school funds will be appointed by each school’s principal. FR’s for a district fund may be appointed by the department manager or the manager’s designee.
- c. FOCPS school and district funds are subject to audit as a part of the FOCPS annual audit.
- d. The FOCPS sales tax certificate shall not be used by a FR for any purpose unrelated to a school or district fund (there are criminal and civil penalties for the fraudulent use of a resale certificate).

2. Cash Receipts

- a. All cash receipts should be deposited intact; that is, all receipts should be deposited with FOCPS in the form in which they are collected and should not be used for making direct disbursements to third parties.
- b. Checks should be made payable to “The Foundation for Orange County Public Schools,” or “FOCPS.” Checks made out to a school or a fund may not be accepted for deposit by the banking institution. The name of the school or fund may be included in the ‘Memo’ section of the check.

3. Cash Disbursements

- a. Requests for disbursements from a FOCPS school and district fund must be in an FOCPS approved format. Electronic formats must have adequate resolution for all of the data on the form to be legible.
- b. Requests for disbursements from a FOCPS school or district fund may, at FOCPS staff’s discretion, require appropriate documentation of the expense and/or a Form W-9 from the payee. A Form W-9 will typically be required for any payee that does not have “Inc.,” “Corp.,” or some other indication of corporate status in its name.
- c. Requests for disbursements from a FOCPS school or district fund must be signed by an FR other than the payee.

4. Administration

- a. The FOCPS will charge a periodic administrative fee to each school and district fund as follows:
 - i. The greater of 5% of all cash receipts or \$250 per year
 - ii. An additional 3.5% of all receipts received via credit card to offset credit card fees charged to FOCPS for such receipts
- b. Funds that have been inactive for more than twelve months may be closed by the FOCPS in accordance with the procedures outlined in the following section. The FOCPS will use its best judgment in disbursing any remaining funds, either transferring the funds to a similar program, or to a miscellaneous (unrestricted) funds account.

Procedures

Creating, Changing, and Closing Funds

Creating a New Fund

To create a school or district fund, file a 'School and District Fund Setup / Change Agreement' form with the FOCPS. The request form will include:

- The name of the school or district fund,
- The purpose of the school or district fund,
- The names of each FR, and
- The FOCPS School and District Fund policies, to be signed by each FR, relating to:
 - Use of the FOCPS sales tax certificate,
 - Administrative fees, and
 - Closure of inactive funds

FOCPS staff will create a physical file for the fund with the 'School and District Fund Setup / Change Agreement.' The fund will be added to the FOCPS 'School and District Fund Summary' worksheet.

Upon approval by the FOCPS, the following documents will be e-mailed to the FR's:

- Executed 'School and District Fund Setup / Change Agreement' form
- Copy of the FOCPS 'Determination Letter' from the IRS
- Copy of the FOCPS sales tax certificate
- Check Request form
- Deposit Summary form

Changing a Fund's Profile

To change the school or district fund's profile, file a new 'School and District Fund Setup / Change Agreement' form with the FOCPS. The request form will include:

- The name of the school or district fund, plus
- Updated information regarding the nature of cash receipts that will be received on behalf of the school or district fund, including the value of any donor benefit, and/or
- Updated information regarding the names of the fund's FR's

FOCPS staff will add the new 'School and District Fund Setup / Change Agreement' to the physical file for the fund, and update the 'School and District Fund Summary' worksheet.

Setting Up a Fund Event

An event may be set up on the FOCPS web site by submitting a 'Fund Raising Event Setup' form. Required information includes: Name of the event, starting and ending dates, suggested donation amount (optional), and the value of any benefit received by the donor. Events will normally be set up within two business days of receipt of the form by FOCPS staff. For recurring events, each recurrence must be set up separately.

Closing a Fund

The FOCPS will periodically review its school and district funds to determine if any are inactive. If a school or district fund is found to be inactive for a period of twelve (12) months, the FRs on record for that fund will be contacted. If the school or district fund remains inactive for at least thirty (30) days after contact has been made or attempted with such FRs, it will be closed by FOCPS, and any remaining funds will be distributed according the FOCPS School and District Fund Policies (above).

If a school or district fund elects to close an account that has a balance, the FRs for such fund and the principal of the school supported by such fund (or in the case of a district fund, the department manager overseeing such fund) shall deliver written notice of such election to FOCPS. Any funds then remaining in the account will be spent down in accordance with fund requests made in the ordinary course in accordance with the disbursement policy within two years with no additional administrative fees assessed. After two years, any remaining funds will be distributed according the FOCPS School and District Fund Policies (above).

FOCPS staff will add the notification and any related correspondence to the physical file for the fund, and remove it from the 'School District Fund Summary' worksheet.

Cash Receipts

Cash receipts may be collected in a variety of methods. These procedures will outline the most common methods, but on occasion a school or district fund will experience receipts of cash that do not fall neatly into one of the methods outlined below. In these cases, the FR's will need to use their best judgment, but should utilize a method that is in keeping with the spirit of the existing procedures.

Cash and checks

Because of the unique nature of each event, many events will require specific procedures for handling cash receipts. When cash is received in person, the following guidelines should be adhered to as much as possible:

- No one person should be alone with any cash receipts until they are documented. After the receipts are documented, one person should have sole responsibility for the funds at any given time
- Cash receipts should be documented immediately if possible, or as soon as practical after receipt of the funds. For example, a receipt from a spiral bound cash receipts book, with NCR copies of each receipt, could be issued.
- Where possible, use a method of confirming that all of the funds have been deposited. For example, the use of pre-numbered tickets would allow the calculation of how many tickets were sold, which in turn could be used to determine whether funds that should have been received are all accounted for.
- Funds should be remitted to the FOCPS office on any day that the amount of cash and checks on hand exceeds \$100, and at the conclusion of the event. A School/District Fund Deposit Summary should be prepared and forwarded to the appropriate FOCPS staff with each remittance.
- The FOCPS staff receiving the funds should reconcile the funds received to the transmittal sheet. Any discrepancies will be communicated to the FRs immediately. Availability of funds may be delayed until such issues are resolved.

Credit card payments

Credit card payments received over the FOCPS web site

Payment receipt e-mails received by FOCPS staff will be forwarded to the FRs.

Credit card payments processed by card swiping

- Card swiping equipment may be borrowed from FOCPS. A FR must sign out the card swiping equipment, by signing a 'Card Swiping Equipment Check-Out' form, which indicates the number of card swipers received, the date they are due back, and acknowledging the late fee policy.
- The FR's are responsible for returning the equipment when due. The fund may be assessed a late charge of \$10 per day if the equipment is not returned on the due date.

Credit card payments authorized by phone or in person

Verbal credit card charges should be forwarded, in writing or by e-mail, to FOCPS staff. Staff will process the charge within two business days.

Credit card refunds

Credit card refunds should be requested, in writing or by e-mail, from FOCPS staff. Staff will review the refund request and, if there are no problems with the request, process the refund within two business days. The FOCPS credit card administration fee may be deducted from such refund depending upon whether the fee charged by the credit card company is not refunded.

Cash Disbursements

Checks are processed once per week. Check requests are due in the FOCPS office by close of business each Monday and, if there are no issues with the request, checks are mailed by Friday of the same week.

Approved formats for check requests include: original forms, legible scanned PDF files, or faxes. Photos (including smartphone photos sent by email or text) do not typically have adequate resolution to be legible, and are not an acceptable format.

If a check request does not meet FOCPS criteria, FOCPS staff will contact the person requesting the check and advise them of the issue, and the check request will be held until the issue is resolved. FOCPS criteria, including Form W-9 requirements, are specified in the 'Policies' section above.

Administrative Fees

Administrative fees are assessed at the end of each calendar quarter, according to the FOCPS policy stated above. Annual minimum fees are for the period July 1 through June 30 each year, and are assessed on June 30 if applicable.

Reporting

FOCPS will provide the primary FR of each fund a quarterly report, which will include all financial activity for the quarter, including deposits, disbursements, administrative fees, credit card administrative fees and the fund's balance at the end of the quarter.

Appendices

1. New Fund Form
2. Sample Agreement Letter Establishing Fund
3. Addendum to Letter of Agreement (Change Signatures)
4. Addendum to Letter of Agreement (Add Signatures)
5. FOCPS Determination Letter from the IRS
6. FOCPS sales tax certificate
7. Check request Form
8. School/District Fund Deposit Summary
9. Fundraising Event Setup Form
10. Sample Web Sites
11. Sample By-Laws



**School / District Fund
New Fund Form**

School: _____

Fund Name: _____

Purpose of the Fund: _____

Will money raised be restricted or unrestricted (circle one)? Restricted Unrestricted

If restricted, for what purpose(s)? _____

People authorized to approve expenses (one must be the principal; each fund must have at least two signers).

Name	Affiliation (i.e., OCPS employee, parent volunteer, Fund officer, etc.)

I have read the School/District Funds Policies & Procedures Manual and agree to follow the document while operating under the Foundation for Orange County Public School's 501(c)(3) tax exemption status.

Signature

Date

Print Name

Title

Attachments:
By-laws or governing documents (if available)

Return form or contact for more information:
Lola Gangi, Foundation for Orange County Public Schools business manager
lola.gangi@ocps.net
407-317-3261

Sample Agreement Letter Establishing Fund



Coach Douglas Gabriel
East River High School
650 E River Falcons Way
Orlando, FL 32833

Dear Coach Gabriel:

This letter will confirm our agreement to establish the *East River Quarterback Club Fund*, a fund of the Foundation for Orange County Public Schools, Inc. to support the football program at your school.

As the 501(c)(3) not for profit organization recognized by the Orange County School Board to serve the District, we are able to hold and distribute funds to benefit individual schools or district-wide programs. Contributions to the *East River Quarterback Club Fund* will be considered charitable gifts under federal income tax regulations and will be tax deductible in accordance with applicable law.

Under this agreement, the Foundation will be responsible for:

1. Accepting and holding funds raised by the *East River Quarterback Club Fund*.
2. Disbursing funds as instructed in writing by authorized persons. Funds may be designated or restricted to specific purposes as permitted under Orange County School Board policies.
3. Providing annual auditing by an independent accounting firm.
4. Filing all state and federal reports.
5. Providing semi-annual income/disbursements reports on the fund.
6. Sending gift acknowledgements and receipts.

The *East River Quarterback Club Fund* will be responsible for:

1. Raising funds for the *East River Quarterback Club Fund*.
2. Computing the amount of charitable donation if gifts were made in exchange for services or goods.
3. Writing and sending thank you letters to donors.

The Foundation charges a 5% administrative fee on the total deposits made to the Foundation during that quarter with a minimum charge of \$250 per year. Donations received by credit card will incur an additional 3.5% administrative fee to offset credit card fees charged to FOCPS for such donations.

If you wish to establish the *East River Quarterback Club Fund* as outlined in this agreement, please have those individuals who are authorized to be responsible for the Fund sign below. An original, signed letter must be returned to me and please keep a copy for your records.

Thank you for allowing us to support the critical work you do in preparing our children for a future in the global workplace.

Sincerely,

Cynthia L. Williams
Executive Director

(Signatures continued from preceding page)

On behalf of the *East River Quarterback Club Fund*:

Principal's Signature

Date

Please print name

Signature

Date

Please print name

Signature

Date

Please print name



THE FOUNDATION FOR ORANGE COUNTY
PUBLIC SCHOOLS

Addendum to Letter of Agreement – Change Authorized Signers

Change to authorized signers to approve expenditures for _____.
(Fund Name)

As of _____, 201__, the following people are authorized to approve expenses for the above listed fund:

Principal's Signature Date

Please print name

Signature Date

Please print name

Signature Date

Please print name



THE FOUNDATION FOR ORANGE COUNTY
PUBLIC SCHOOLS

Addendum to Letter of Agreement – Add Authorized Signers

Change to authorized signers to approve expenditures for _____.
(fund name)

This document adds approved signers to the existing agreement for the above fund. As of _____, 201__, the following person/people are authorized to approve expenses:

Signature

Date

Please print name

Signature

Date

Please print name

Signature

Date

Please print name



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248667581
Aug. 24, 2009 LTR 4168C E0
59-2788435 000000 00

AUG 25 REC'D

00016475
BODC: TE

FOUNDATION FOR ORANGE COUNTY PUBLIC
SCHOOLS INC
445 W AMELIA ST STE 901
ORLANDO FL 32801-1153



017571

Employer Identification Number: 59-2788435
Person to Contact: Mr. Harrison McCain, Jr.
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Aug. 13, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in December 1987, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

MAR 26 REC'D



Consumer's Certificate of Exemption

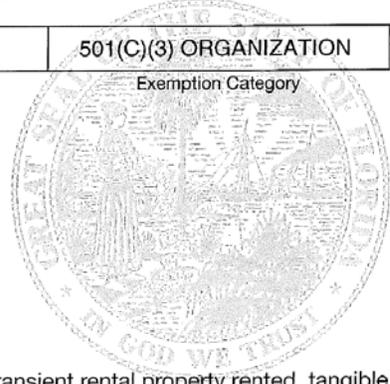
DR-14
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8012674496C-2	05/31/2015	05/31/2020	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

FOUNDATION FOR ORANGE COUNTY
PUBLIC SCHOOLS INC
445 W AMELIA ST STE 901
ORLANDO FL 32801-1153



is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



FUND Information

Fund Name _____

REQUEST Information

Amount: _____

Payable to: _____

SSN: _____

Address: _____

Required for stipends

Purpose: _____

Requested by: _____

Date _____

Signature of Approved Fund Signer

Printed Name of Signer

Date _____

Signature of Approved Fund Signer *(if 2nd signature required)*

Printed Name of Signer

* Athletic equipment purchases require principal or athletic director approval.

APPROVAL Information

Approved by: _____

Date: _____

Cynthia Williams, Executive Director

SPECIAL Instructions

- Mail to payee
- Hold for pick-up
- Call _____ when ready at for pickup.
Name & Number
- Other _____
- OCPS Courier

Note: Checks are released weekly on Friday. *Some exceptions may apply.*

To ensure timely payment, requests must be submitted Monday prior to Wednesday processing.
An invoice or receipt(s) MUST be attached to request.



THE FOUNDATION FOR ORANGE COUNTY
PUBLIC SCHOOLS

School Fund / District Fund Deposit Summary

Fund Name:			
Event Name (if applicable):			
Prepared by:		Phone:	
Deposit Total:			
Special Deposit Instructions:			

NOTE: Please submit a separate deposit summary form for each event.

Cash	Quantity	Total \$\$	FOCPS Verify	
1's				
2's				
5's				
10's				
20's				
50's				
100's				
	TOTAL CASH			
CHECKS	Quantity	Total \$\$		
COIN	Rolled Coin	Loose Coin	FOCPS Verify	
Pennies				
Nickels				
Dimes				
Quarters				
Half dollars				
Silver dollars				
	TOTAL COIN			
Other				
Deposit Total				

Foundation for Orange County Public Schools

445 W. Amelia Street, Ste. 901 • Orlando, FL 32801 • 407-317-3261 • www.foundationforocps.org

Revised: 7/7/15



Online Giving Form

Fund: _____

Event Name (if adding an event to existing page): _____

Contact(s)

Primary Contact(s) Name	Email	Phone	Receive Email Notification of Online Gifts – fund page only (max 2)

Web Site

1. Please add this event to the drop down listing on the FOCPS web site: Yes No
2. Please create a page for our fund/event or add this event to our existing page: Yes No

Creating a Page

Email the following to Twanna Scroggins (twanna.scroggins@ocps.net):

- Fund or school logo
- Introduction paragraph for fund
- Brief thank you message that will be emailed to donors after transaction
- Who donors should contact form more information and his/her contact information
- Any data (other than credit card information) you want to collect (see sample pages)

Creating / Updating / Adding Donation Types

Please add the following to our web site donation page:

General Donations

Increments (i.e., \$25, \$50, \$100, \$250, \$500, other)						
---	--	--	--	--	--	--

Program Support

Program Name	Increments (i.e., \$25, \$50, \$100, \$250, \$500, other)					

Event Information

Description (i.e., golf foursome, tickets, auction items)	Price Levels	Fair Market Value (Retail Value)	Date to Go Live on Web Site	Date to take off Web Site
Golf tournament	\$500 (foursome)	\$100 (\$25/pp)	8-12-2014	9-12-2014
	\$100 (individual)	\$25		

Return form or contact for more information:

Lola Gangi, Foundation for Orange County Public Schools business manager

lola.gangi@ocps.net or fax 407-317-3457

SAMPLE ONLINE FUND DONATION PAGE

[top](#) > [donors](#) > [support a school / district fund](#) > lake whitney dolphin fund

A A A

Lake Whitney Dolphin Fund



Thank you for supporting Lake Whitney Elementary School's Dolphin Education Fund.

Please complete the form below to make a donation or an event payment / registration.

SUPPORTER INFORMATION

* Prefix

* First Name

* Last Name

Spouse Name (if applicable)

Company (if applicable)

* Mailing Address

* City

* State

* Zip Code

* Best Phone

* Best Email

* I am a Parent/Guardian Grandparent Business Partners
 Friend

DONATIONS / PROGRAM SUPPORT

Nurses Program Donation \$50 \$100 \$150 Other

If other for Nurses Program, please list:

General Fund Donation \$25 \$50 \$100 \$250 \$500 Other

If other for General Fund donation, please list:

EVENTS

Golf Tournament \$175 Single Player \$150 Hole Sponsor \$650 Foursome
 Other

If OTHER, please list amount:

Gala and Auction \$25 Single Ticket \$50 Two Tickets \$100 Sponsor
 Other

Musical \$6 - Single Ticket \$10 Sponsor \$25 Sponsor
 \$50 Sponsor

BILLING INFORMATION

* Pay Now - select correct amount for above choice(s).

* Type

* Billing First Name

* Billing Last Name

* Billing Address Line 1

Billing Address Line 2

* Billing City

* Billing State

* Billing Zip

SAMPLE ONLINE FUND DONATION PAGE

[top](#) > [donors](#) > [support a school / district fund](#) > timber creek athletic boosters



Timber Creek Athletic Boosters

Thank you for supporting the Timber Creek High School - Home of the Wolves - Athletic Boosters. Please complete the form below and make your membership payment.

If you are purchasing additional "booster passes," you will need to select the "other" payment amount and enter the total amount of your booster membership and additional passes. For example: Wolf @ \$100 + 3 passes @ \$25 = \$175.



Thank you again for your support ... go Wolves!

Member Information

* Member First Name	<input type="text"/>
* Member Last Name	<input type="text"/>
* Street Address	<input type="text"/>
* City	<input type="text"/>
* State	<input type="text"/>
* Zip	<input type="text"/>
* Home Phone	<input type="text"/>
* Cell Phone	<input type="text"/>
* Email address	<input type="text"/>

Membership Level

* Select one noting membership level:

Alpha Wolf - \$500 Gold Wolf - \$300 Silver Wolf - \$200
 Wolf - \$100 Spring Family Pass - \$150 Student - \$35
 Alumni - \$50

Additional Passes @ \$25 each

Select how many additional passes:

1 Pass - \$25 2 Passes - \$50 4 Passes - \$100
 3 Passes - \$75 5 passes - \$125 6 Passes - \$150
 7 Passes - \$175

Pay Now

* Booster Payment	<input type="text" value="\$0"/>
* Type	<input type="text" value="One Time"/>
* Billing First Name	<input type="text"/>
* Billing Last Name	<input type="text"/>
* Billing Address Line 1	<input type="text"/>
Billing Address Line 2	<input type="text"/>
* Billing City	<input type="text"/>
* Billing State	<input type="text"/>
* Billing Zip	<input type="text"/>
* Card Type	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
* Card Number	<input type="text"/>
* Exp Month	<input type="text" value="01 - January"/>
* Exp Year	<input type="text" value="2015"/>

CAMELOT ELEMENTARY

TECHNOLOGY FUND

BYLAWS

Mission:

To provide an ongoing means of funding to assure that Camelot's students have access to technology that allows them to be competitive 21st century learners as tomorrow's leaders and innovators.

Vision:

Recognize that ensuring Camelot Elementary School's future success requires the vital collaboration of students, teachers, parents, staff and the community.

Priority List:

Provide resources and technology such as laptops, iPads, tablets, software, cost of maintenance, bulbs, etc.

ARTICLE I - NAME AND PURPOSES

Section 1: Name. The name of the Fund shall be the **Camelot Elementary Technology Fund** (hereinafter referred to as the "**Technology Fund**"). The Fund benefits Camelot Elementary School which is located at 14501 Waterford Chase Parkway

Section 2: Purpose. The Fund is for charitable and educational purposes relating to technology. The purpose of the Fund is to promote integration of 21st Century technology for Camelot Elementary through fundraising and charitable contribution efforts.

ARTICLE II – MEMBERSHIP/AUTHORITY AND DUTIES OF OFFICERS

Section 1: Eligibility for Membership. Membership shall consist of the Board of Directors and general members. Membership is limited to individuals and entities that have made a charitable contribution and/or in-kind donation to the Fund.

Section 1: Officers. The officers of the Fund shall consist of a Chairman, a Vice Chairman, a Secretary, and a Treasurer, and such other officers as the Board of Directors may designate. Any two (2) or more offices may be held by the same person, except the offices of Chairman and Treasurer.

Section 3: Appointment of Officers; Terms of Office. The officers of the Fund shall be elected by the Board of Directors at regular meetings of the Board, or, in the case of vacancies, as soon thereafter as convenient. New offices may be created and filled at any meeting of the Board of Directors. Terms of office may be established by the Board of Directors, but shall not exceed one

(1) year. Officers shall hold office until a successor is duly elected and qualified. Officers shall be eligible for reappointment.

Section 4: Resignation. Resignations are effective upon receipt by the Secretary of the Board of a written notification.

Section 5: Removal. An officer may be removed by the Board of Directors at a meeting, or by action in writing pursuant to Article III Section 8, whenever in the Board's judgment the best interests of the Foundation will be served thereby. Any such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 6: Regular Meetings. The Board of Directors shall hold at least two (2) regular meetings per calendar year. Meetings shall be at such dates, times and places as determined by the Board.

Section 7: Special Meetings. Meetings shall be at such dates, times and places as the Board shall determine.

Section 8: Notice. Meetings may be called by the Chairman or at the request of any two (2) directors by notice emailed, faxed, mailed, or telephoned to each member of the Board not less than forty-eight (48) hours before such meeting.

Section 9: Quorum. A quorum shall consist of a majority or half of the Board attending in person or through teleconferencing. All decisions will be by majority vote of those present at a meeting at which a quorum is present. If less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting on occasion without further notice.

Section 10: Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these Bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 11: Participation in Meeting by Conference Telephone. Members of the Board may participate in a meeting through use of conference telephone or similar communication equipment, so long as members participating in such meeting can hear one another.

Section 12: Chairman. The Chairman shall be a director of the Fund and will preside at all meetings of the Fund, Fund Board of Directors meetings, serve as the official representative of the Fund, and retain all official records of the Fund. The Chairman shall perform all duties attendant to that office, subject, however, to the control of the Board of Directors, and shall perform such other duties as on occasion shall be assigned by the Board of Directors.

Section 13: Vice Chairman. The Vice Chairman shall be a director of the Fund and will preside at meetings of the Board of Directors in the absence of or request of the Chairman. The Vice Chairman shall perform other duties as requested and assigned by the Chairman, subject to the control of the Board of Directors.

Section 14: Secretary. The Secretary shall be a director of the Fund and shall keep the minutes of all meetings of the Board of Directors and the Fund in the books proper for that purpose. The Secretary shall perform other duties as may be delegated and prepare all written communications as directed by the Fund and/or Board of Directors.

Section 15: Treasurer. The Treasurer shall have custody of the funds of the Fund; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the Fund. The Treasurer shall report to the Board of Directors at each regular meeting on the status of the Fund's finances. The Treasurer shall work closely with the Orange County Public Schools Foundation to ascertain that appropriate procedures are being followed in the financial affairs of the Foundation, and shall perform such other duties as occasionally may be assigned by the Board of Directors.

ARTICLE III - VOTING

Section 1: Voting. Each Board member shall be entitled to one vote on each matter submitted to the vote of the Board. A member may vote in person or by written proxy executed by the member. A valid written proxy must conform exactly to the language of the issue presented to the Board for vote. Members may be allowed to vote by electronic means.

ARTICLE IV - FINANCIAL ADMINISTRATION

Section 1: Fiscal Year. The fiscal year of the Fund shall be July 1st through June 30th but may be changed by resolution of the Board of Directors.

Section 2: Checks, Drafts, Etc. All checks, orders for the payment of money, bills of lading, obligations, and bills of exchange, shall be signed or endorsed by such officer or officers or agent or agents of the Foundation and in such manner as shall from time to time be determined by resolution of the Board of Directors or of any committee to which such authority has been delegated by the Board.

Section 3: Deposits and Accounts. All check contributions to the Fund shall be written to Foundation for OCPS (can put “Camelot Elementary Technology Fund” in the notes section) . All contributions to the Fund shall be tax deductible pursuant to Section 501(c)(3) of the Internal Revenue Code. All funds shall be deposited with the Orange County Public School Foundation,

Section 4: Minimum Account Balance. The Foundation shall leave a sufficient amount in the treasury at the end of each fiscal year to cover any initial Fund expenditures for the next fiscal year.

ARTICLE V - AMENDMENT OF BYLAWS

Section 1: Amendment. These Bylaws may be amended by a majority vote of the Board of Directors, provided prior notice is given of the proposed amendment in the notice of the meeting at which such action is taken, or provided all members of the Board waive such notice, or by unanimous consent in writing without a meeting pursuant to Article III Section 8.

CERTIFICATION

These Bylaws were approved at a meeting of the Board of Directors by a two-thirds majority vote on _____.
(date)

Secretary

Date