

# **Santa Barbara Unified School District**

## **Administrative Regulation**

**AR 7215**

### **Facilities**

#### **FUNDRAISING FOR THE PURPOSE OF AUGMENTING BOND AND CAPITAL FUNDS**

Prior to initiating any fundraising efforts, an individual or school group who wishes to augment funds for a specific bond- or other capital-funded project (herein referred to as "the fundraiser") must present a written proposal to the Governing Board for approval. A fundraising proposal must include the following:

1. Financial goal (i.e., cost of the project, including design work, minus bond funds assigned to that project)
2. Project description and/or conceptual design
3. Fundraising timeline, including a target date for the completion of fundraising
4. Progress report schedule which describes fundraising activities (each progress report must include information on the monies raised to date)
5. Proof of 501(c)(3) nonprofit status
6. Name(s), addresses, and phone numbers, of individuals guiding the fundraising efforts
7. Plans for disbursement of funds if the goal is not met

Fundraising groups must enter into a contract with the district reflecting the proposal goals and the following requirements:

Fundraising efforts will be limited to one-year, unless a written request for an extension is submitted to the Board. An extension period (up to one year) will be considered if the fundraiser can demonstrate that at least 50 percent of the fundraising goal has been met at the time of the request. No further extensions will be provided.

The board may request additional written progress reports, beyond those outlined in the proposal.

Advertisement for bid will not begin on a project until 75 percent of the fundraising goal has been raised and evidence (i.e., bank statements) has been provided to the district indicating that those funds are available. Prior to award of contract, 75 percent of the fundraising goal must be deposited with the district. If the fundraising goal has not been met prior to contract award, the board must approve the fundraising plan for the remaining amount prior to contract award. If the remainder of the fundraising goal is not raised within six months following the start of construction, bond or other capital funds, if any, will be encumbered, and the 501(c)(3) organization will be held responsible for the additional funds.

Expanded projects funded through a combination of state bond funds, local bond funds, other capital funds, and funds raised by the fundraiser will be required to meet all state requirements and will be submitted to the Department of State Architect (DSA) office for appropriate approvals before work on the project can begin.

SANTA BARBARA UNIFIED SCHOOL DISTRICT  
Santa Barbara, California July 24, 2002; June 10, 2008