



NEW TRUSTEE ORIENTATION WRITTEN INFORMATION

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REQUIREMENTS AND EXPECTATIONS OF FOUNDATION TRUSTEES

When prospective trustees are invited to serve on a board, the following will help them understand the duties and responsibilities that will be expected of them.

1. The basic requirements for foundation trusteeship include a genuine interest in the plans and objectives of the organization and the willingness to use their time, influence and specialized or professional knowledge for the benefit of the foundation.
2. Foundation trustees are expected to assist in the cultivation and solicitation of selected prospects within the limits of programs developed by the group.
3. Trustees are expected to attend scheduled meetings and to contribute meaningfully to the business at hand.
4. Trustees are expected to use personal and professional expertise to support the total program and to advise other trustees where their specialized knowledge is pertinent.
5. Trustees must be aware that they are *ambassadors* of the organization and are expected to carry the foundation's message to groups and individuals.
6. Trustees must be willing to perform specific tasks to advance the interests of the foundation, including assisting in the enlistment of volunteer leadership and to accept positions of responsibility within the organization.
7. Foundation trustees should be prepared to act as a "community sounding board" for existing and/or pending problems that could positively or negatively affect either the foundation's programs or public relations.
8. Trustees will be asked to assist in the evaluation and coordination of projects and programs undertaken by the foundation.
9. Trustees must give financial support (although this will vary greatly from trustee to trustee.)
10. Trustees must ask others to give.

January 1, 2007

Dear _____:

Over the past two years, the Decatur Township Educational Foundation has been hard at work. We have developed a concept we believe will carry the Foundation well in the coming years and provide our students with the “extras” they need to compete in our increasingly complex world.

In addition, the Trustees have selected, and are in the process of recruiting, a high level and talented board of trustees to operate the Foundation. I think you will be impressed with the caliber of these individuals representing many aspects of Decatur Township’s business, civic and community leadership.

Because of your interest and acceptance as a Trustee, I invite you to join our Board of Trustees of the Decatur Township Educational Foundation at our upcoming meeting.

Once again, thank you for your interest and for putting our community first.

Sincerely,

Decatur Township Educational Foundation

David Sease
President

DECATUR TOWNSHIP EDUCATIONAL FOUNDATION
CONFLICT OF INTEREST POLICY

The governance of the Foundation recognizes that to fulfill the organization's responsibilities to the Metropolitan School District of Decatur Township and to the public at large, it is dependent upon the continuing leadership of qualified officers and Trustees. Because one aspect of determining qualifications is avoidance of conflicts of interest, the Foundation adopts the following policy:

In general, the Foundation expects every officer and Trustee to be constantly aware of the dangers inherent in situations that give rise to conflict of personal interests with those of the Foundation. Although complete avoidance of all conflict of interest is not always possible, the Foundation expects the kind of loyalty and ethical consciousness that will motivate an individual to recognize situations and circumstances that could produce a conflict.

Consequently, every officer and Trustee shall refrain from engaging in any transaction with the Foundation in any type of situation in which such individual has a duty to protect the Foundation's interest therein and a simultaneous opportunity to realize a personal gain or benefit. Additionally, no officer or Trustee shall accept or engage in any activity, business or employment that will conflict with the Foundation's interest or diminish the ability of the individual to render to the Foundation full, loyal and undivided service. Finally, officers and Trustees shall at all times avoid not only actual conflicts of interest but also the appearance of a conflict of interest. The appearance of a conflict can be as damaging as an actual conflict. Each individual is encouraged to develop and maintain an attitude of awareness of those situations in which an appearance of conflict might arise.

If a conflict of interest should arise, each officer and Trustee has the responsibility to take necessary action to inform the Board of Trustees about the conflict, to not vote on the matter, to provide the Board with any and all relevant information, to retire from the room in which the Board is meeting and to not participate in the final deliberation or decision regarding the matter. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board of Trustees, excluding the person concerning whose situation the doubt has arisen.

The minutes of the meeting of the board shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote.

A copy of this conflict of interest policy shall be furnished to each officer and Trustee who is presently serving this organization, or who may hereafter become associated

with it. This policy shall be reviewed annually, and all new officers and Trustees shall be advised of the policy upon undertaking the duties of such office.

All present and future officers and Board members of the Foundation shall sign a conflict of interest form which defines the approved policy and which will be maintained in a master file with the Corporation's Secretary.

Decatur Township Educational Foundation, Incorporated
April 14, 2005

(Signature)

(Date)

**DECATUR EDUCATIONAL FOUNDATION
PROGRAM PLAN AND
2007 CALENDAR OF ACTIVITIES
(Draft-12/12/06)**

- January**
1. Continue collection efforts for second year **Annual Support Campaign**
 2. Continue marketing **Major Projects**
 3. Begin planning for **Annual Donor Celebration**
 4. Close out **Annual Support Campaign**
 5. Elect new trustees
- February**
1. Issue applications for the **Small Grant Program** (spring round)
 2. Assign responsibilities school-year-end **Teacher Tribute Program**
 3. Review list/prepare letter for **School Vendor Campaign** (spring round)
 4. Begin planning for spring **Alumni Solicitation**
- March**
1. Prepare materials/plans for school-year-end **Teacher Tribute Program**
 2. Conduct **School Vendor Campaign** (spring round)
 3. Award spring Small Grants
 4. Publish third **Alumni Association Newsletter** (Alumni Association)
 5. Complete planning for **Alumni Solicitation**
 6. Complete plans/mail invitations for 2007 Donor Celebration
- April**
1. Prepare for the second **Annual Meeting** (June)
 2. Conduct **Alumni Solicitation**
 3. Send second letter for spring **School Vendor Campaign**
- May**
1. Launch school-year-end **Teacher Tribute Program**
 2. Publish slate of proposed officers for 2007-2008 (Nominating Committee)
 3. Send second letter for spring **Alumni Solicitation.**
- June**
1. Conduct second **Annual Meeting**
 2. Organize for September activities
 3. Develop/adopt 2007-2008 **Program Plan**
 4. Begin preparations for 2007 **Annual Report** to donors, school personnel, parents and others

- July/August**
1. Review/augment master prospect list for the **Annual Support Campaign**
 2. Complete marketing plans for **Major Projects**
 3. Complete materials/planning for **Payroll Deduction Program**
 4. Begin planning for fall **Alumni Solicitation**
 5. Publish 2006-7 **Annual Report**
- September**
1. Review board composition/invite new trustees
 2. Review/edit/augment master prospect list and letters for the **Annual Support Campaign**
 3. Continue marketing of **Major Projects**
 4. Assign responsibilities for holiday **Teacher Tribute Program**
 5. Conduct internal marketing for the **Small Grant Program**
 6. Launch fall round of the **Small Grant Program**
 7. Conduct **Payroll Deduction Program**
 8. Complete plans for fall **Alumni Solicitation**
 9. Complete plans for **Alumni Support Campaign**
 10. Restock marketing materials inventory (if needed)
- October**
1. Publish income statement and balance sheet for 2005-2006 (Audit Committee)
 2. Complete work on the master prospect list and solicitation letters for the **Annual Support Campaign**
 3. Complete plans/materials for holiday **Teacher Tribute Program**
 4. Review lists/letters for fall **School Vendor Campaign**
 5. Launch fall **Alumni Campaign**
- November/December**
1. Launch **School Vendor Campaign** (fall round)
 2. Launch **Annual Support Campaign**
 3. File IRS form 990 (by 11/15)
 3. Conduct holiday **Teacher Tribute Program** (following Thanksgiving)
 5. Mail second letter to **School Vendors**
 6. Mail second letter for **Annual Support Campaign**
 7. Mail second letter for **Alumni Campaign**

**DECATUR TOWNSHIP EDUCATIONAL FOUNDATION
ROSTER OF COMMITTEES**

Alumni Affairs Committee

Norma Gaston, Chair
Larry Adams
Kevin Combs
Leah Coppess
Allen Thorpe
Jeannie Regan-Dinius
Patty Poehler, ex-officio

Annual Support

Gary Pellico

Budget & Finance Committee

Kevin Combs, Chair
Kevin Davis
Dale Thornberry
David Sease, ex-officio

Donor Celebration Committee

Jeannie Regan-Dinius, Chair
Sharon David
Mary DuBois

Grants & Projects Committee

Larry Adams, Chair
Kevin Combs
Sharon David
Jeannie Regan-Dinius
Gary Pellico
Glenna Dragoo, ex-officio
David Sease, ex-officio

Lugar Grant

Larry Adams, Chair
Gary Pellico
Jeannie Regan-Dinius

Major Projects

Mobile Lap Top Computer
Dale Thornberry
Wes Sanders, District Director, IT

Small Grants

Larry Adams, Chair
Sharon David
Katie Smith
Gary Pellico
Glenna Dragoo, ex-officio

Memorials & Tributes Committee

Tom Neff, Chair
Sharon David
Kevin Davis
Paul Jones
Allen Thorpe
Patty Poehler, ex-officio

Teacher Tribute Program

Tom Neff, Chair
Sharon David
Allen Thorpe
Patty Poehler, ex-officio

Nominations Committee

Mary DuBois, Chair
Herb Bazemore
Leah Coppess
Glenna Dragoo, ex-officio

Payroll Deduction Program

Larry Adams
Jeff Baer

Public Relations Committee

Marda Johnson, Chair
Herb Bazemore
Leah Coppess
Mary DuBois
Glenna Dragoo, ex-officio
Patty Poehler, ex-officio

School Vendor

Gary Pellico

Arts Immersion Program

Herb Bazemore

Allen Thorpe

**DECATUR TOWNSHIP EDUCATIONAL FOUNDATION
COMMITTEE COMPOSITION**

Alumni Affairs Committee

The alumni association is established to enhance community support by maintaining communication and socialization with people who share a common and communal experience by providing an exciting and innovative way to keep alumni involved in their former schools

The alumni association is exclusively dedicated to supporting its school or school district.

Recognition Celebration

Annual event held to recognize donors, trustees, Board of Education members and all teachers who have been awarded a grant

Charter Donor Campaign

The Campaign is a time-proven method of raising significant funds for sustaining the work of the foundation.

Budget & Finance Committee

Maintains the financial records and oversees the annual audit of the Foundation.

Grants & Projects Committee

SMALL GRANTS

Works with teacher representatives to review small grants to ensure compliance with the established criteria for grants and makes recommendations to the trustees.

MAJOR PROJECTS

TECHNOLOGY PROGRAM

Projects and programs are designed to promote and maintain the use of state-of-art technologies in teaching and learning and will prepare students for the work and learning environments of the future.

SENATOR RICHARD G. LUGAR

“Government in Action”

ARTS IMMERSION PROGRAM

Arts and Education – experiences and programs in the fine arts and performing arts.

Cultural Enrichment – exposing students to a wide variety of cross-cultural experiences to help prepare them for our increasingly global economy.

Memorials & Tributes Committee

MEMORIAL PROGRAM

Memorial Programs may be instituted when a person closely connected with the school passes on. This normally is accomplished with the cooperation of the family involved.

TEACHER TRIBUTE

Tributes provide gifts to honor teachers or any other staff or faculty member of the school district. Teachers may be honored by parents, students or other teachers.

Nomination Committee

The Nomination Committee is responsible for seeking new trustees and ensuring its success by the selection of the best possible members who have the skills and influences to carry out the vision.

Payroll Deduction Program

Method of seeking support by offering staff members a simple, efficient way to donate to the foundation through Payroll Deduction.

Public Relations Committee

Public relations is the management function which evaluates public attitudes, identifies the policies and procedures of an individual or an organization with the public interest, and plans and executes a program of action to earn public understanding and acceptance.

Corporate Committee

This is a method of seeking financial support from the corporate community by offering an efficient way to donate.

January 26, 2007

**DECATUR TOWNSHIP EDUCATIONAL FOUNDATION
DESIGNATION OF TRUSTEES AND TERMS**

1.	Larry Adams	2009
2.	Herb Bazemore	2008
3.	Kevin Combs	2008
4.	Leah Coppess	2009
5.	Sharon David	2007
6.	Kevin Davis	2009
7.	Mary DuBois	2008
8.	Norma Gaston	2008
9.	Paul Jones	2007
10.	Tom Neff	2007
11.	Patty Poehler	2008
12.	Jeannie Regan-Dinius	2007
13.	David Sease	2008
14.	Katie Smith	2009
15.	Margaret Sparks	2009
16.	Dale Thornberry	2009
17.	Allen Thorpe	2008

Glenna Dragoo
December 20, 2006

HANDOUTS

- A) Annual Report
- B) Small Grant Brochures - 2006
- C) Decatur Township Education Foundation Brochure
- D) MSD Decatur Township Information
 - 1. Newsletter
 - 2. Alumni Association Newsletter