

Burlington Community Scholarship Foundation Dollars for SCHOLARS

A Program of Scholarship America

ADOPT-A-CLASS GUIDELINES FOR BUSINESS PARTNERS

When you join the Adopt-A-Class Program, you are making a commitment to help generate funds for future education of the students in your class. You create your own program and all the options as to how to proceed. You can choose to involve students from the class you adopt in planned events or you can plan events that don't include student participation. All events do not need to be fundraising; some could be for fun rather than for funds or education enhancement. These options are yours, though they are subject to School Committee policy restrictions and you will need approval of the Superintendent of Schools for any notices being sent home through the schools or posted on the School Dept. social media.

A member of BSCFDS/Adopt-A-Class Committee can meet with you to help you get started in forming your committee and can also attend your meetings. A vital part of making this program successful is keeping the lines of communication open between you and your committee. Remember you are not alone and can contact the Adopt-A-Class Committee for assistance anytime.

As an Adopt-A-Class partner you are committing to the following to ensure the success of your class and the Adopt-A-Class Program.

1. Establish a committee of parent/and or students. This committee will be your most important resource.
2. Committing to at least one fundraising event annually. This is a MUST our goal for each class is \$30,000 to insure we have money for all applicants.
3. Participating in the Telethon or BCSFDS annual fundraiser by means of financial contribution to your class annually.
4. Agreeing to attend meetings of the BSCFDS and Adopt-A-Class program/fundraisers.

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ADOPT-A-CLASS GUIDELINES FOR VOLUNTEERS

Volunteer Guidelines:

- To meet with other volunteers from your class as often as necessary.
- To meet with your business partner as often as necessary.
- To plan and carry out at least one fundraiser per school year for your class. All funds/receipts must be turned into Debbie Keene.
- To participate with your partner at the Telethon or BCSFDS annual fundraiser.
- To attend BSCFDS – Adopt-A-Class meetings.
- To participate in any event organized by BSCFDS to include all or several grades.

VOLUNTEER GROUP GUIDELINES:

- To meet as needed to coordinate fund-raising.
- To choose a contract person.
- To communicate with your business partner.
- To plan and carry out at least one fund-raiser per school year.
- To recruit, as needed, volunteers from each school (elementary) for your grade.
- To involve students as volunteers, especially beyond elementary grades.

CONTACT PERSON GUIDELINES: *

- To act as the contact between your group of volunteers and your partner.
- To act as the contact person between your group and the Adopt-A-Class Committee.
- To hand in all sign in sheets after events to maintain records for student participation.

***This does not have to be the same person.**

FUNDRAISING CRITERIA

Below is a list of procedures that might be helpful in establishing a fundraiser. These are just suggestions and by no means do you have to follow them if you have procedures of your own. **#3 below is the only one that must be followed.**

1. The business partner can call the volunteers on the list and set up a meeting to discuss a possible fundraiser. If any of the volunteers wish to take the initiative then they should get in touch with the business partner to set up a meeting (this might be to your advantage because the partners sometimes have a lot going on and you don't want this to slip through the cracks.) If any business partner needs help connecting with its volunteers, or a group of volunteers would need help in setting up a meeting with their business partner, please let an Adopt-A-Class Committee person know.
2. At the meeting, come up with a fundraiser, a date or dates, appoint people on the committee to various tasks (such as a chairperson, publicity person, contact between the committee and business partner, etc.) Remember it is easier for many people to take on one task than for one person to assume many. This way it is not overwhelming. Once this has been established, you can begin.
3. Your first contact should be to the Adopt-A-Class Chairperson to let us know of your plans so we can let you know of any scheduling conflicts within Adopt A Class and answer any procedural questions. We will inform the BSCFDS board and will contact the Superintendent's Office for approval of your event if you will be involving the students (such as selling pies, raffles etc.) examples of the forms and email addresses are attached. A member of your committee should check the School's Master calendar. This is a crucial step in your planning, as there are so many things going on within the schools and town as a whole, that you will have a much better chance of a successful event if it is not in conflict with other events and/or other class's plans. In some cases, we can help you coordinate with other grades to run joint events or fundraisers at another class's events that will make planning easier for both committees and the chance for success for each class even better. If there are no conflicts, then you should email Debbie Keene or Rose Hatch so she can look over documents and forward to Sharon Gilbert in the Superintendent's Office for approval. Once approval/denial is given Debbie will let you know. Remember that events held in schools or function halls need to be booked far in advance of the event. If you would like space at any of the school dept. buildings please contact the BHS Business Office, we are not charged to use these spaces.
4. Once this is confirmed, if you have not already established all the necessary steps in #2 you should have another meeting to start the ball in motion.
5. Sharon Gilbert at the Superintendent's Office approves of all notices that you want sent home, posted on the website or in the weekly newsletter. They do not run off any copies you must do this and inquire how many you will need. Most of the time they will tell you to run them in groups of 25 per class.
6. Get in touch with Mike Percoskie to get your ticket site set up if you are selling tickets or add your item for sale on to our website. He will also get the information on Facebook and Instagram.
mpercoskie@bcfsds

7. Contact BCAT, Patch and the local papers about your event (Be sure to check with your Business partner about use of their name in your advertising). Put up any posters at the schools or any business establishments, if allowed, promoting your fundraiser. All notices must have the BCSFDS logo on them.
8. If anything has to be sent home such as an announcement of the event, solicitation for volunteers, raffle tickets, etc., the best approach to this (especially in the higher grades) is to mail them, if the business partner is willing to pay for postage, or you can take it out of the profits. That way you know the parents will get it.
9. HOLD YOUR EVENT. Make sure any checks collected to be deposited in your class's account are made out to "Class of (year your class graduates)". Contact, Debbie, Rose or Joe to have credit card payments taken at your event. Any money you collect should be delivered Debbie Keene.
10. If you need checks for a vendor or a reimbursement you will need to submit your receipt(s) or an invoice to Debbie Keene along with your name and address. Checks can take up to 7 days so please plan ahead.
11. Keep records of parent/student's hours so they will get credit, the original copy should be sent to Theresa Cavanaugh at BHS Guidance Office. This is important as this will determine recipients of the Adopt-A-Class scholarships. Remind parents and students to keep track of their hours.

Some fundraisers that have been done are:

- Raffles
- Dave & Buster's Event
- Character Breakfast
- Wine Tasting
- Music Bingo

IMPORTANT NOTE:

Due to School Committee Policy, anything sent home through the schools must be approved by the Superintendent's office before distribution.

Please send all of your request to the Adopt A Class Coordinator for approval first and it will be forwarded to the Superintendent's Office.

Thank you,

Adopt-A-Class Committee

