



## Connecting SC Public Schools to Private Support

*South Carolina Future Minds is a 501(c)(3) supported by private donations working to increase private support for all SC public schools. In addition to the SC Teacher of the Year Celebration, SC Future Minds supports public schools with free to no-cost programs.*

## Here's How We Help



### SC Teacher of the Year Celebration

The "Academy Awards for Teachers," this annual event brings together the governor, state education superintendent, dozens of lawmakers and district superintendents and CEOs from around the state to celebrate the best teachers in the 80-plus school districts. The new state Teacher of the Year receives \$25,000 from the state, a year sabbatical and use of a brand new BMW for a year. Celebrating 50 continuous years in 2015, the event is set for Wednesday, April 22 at the Columbia Metropolitan Convention Center from 6 p.m. – 9 p.m.

**SC Conference of Public Education Partners** – SC Future Minds organizes the only statewide gathering of all groups interested in strengthening public schools, including non-profits, businesses, colleges and universities, schools, teacher organizations and others. The conference has become the "place to be" for networking with other like-minded individuals, and generally includes a presentation by former US Education Secretary and SC Gov. Richard W. Riley. Some 70 groups participated in 2014.



**Spaghetti Night** - Every public school in South Carolina is eligible for free pasta from Mueller's for one Spaghetti Night each school year. This partnership has contributed nearly 20 tons of spaghetti to about 600 schools across the state.

**On-Line Donations** – Anyone can go to the [www.scfutureminds.org](http://www.scfutureminds.org) website and donate to any SC public school. We also give free to any public school the button seen below that can be put on a school website to increase donations. The button directs visitors to the SC Future Minds website, where tax-deductible contributions can be made for any public school. This can be used alone, or with existing fundraising campaigns. While most fundraisers return 45-50% of revenue to schools, this returns more than 94%.

The button is currently authorized for about 200 schools around South Carolina, raising thousands of dollars for improvements.



**Teacher Appreciation Month** – At SC Future Minds' urging, South Carolina now recognizes May as Teacher Appreciation Month.

Leading into the month, Bojangles' and SC Future Minds distribute 3,000 books each year to district Teachers of the Year during appreciation parties across the state. The morning after the Teacher of the Year Celebration, the governor issues a special proclamation, and

Bojangles' and other businesses across South Carolina support the program with special offers. Hundreds of individuals post teacher tributes on the [www.scfutureminds.org](http://www.scfutureminds.org) website. At the end of the month, one teacher is randomly selected to win a five-night Caribbean cruise.

SC Future Minds encourages individual schools and districts to participate by encouraging donations to a school or local education foundation and recreating their own, local teacher appreciation activities.



**This School's Got Talent/This School's Got STEM** – For the fifth year, SC Future Minds has organized SC's only statewide talent contest for any public school student. **New for 2015**, we're also presenting "This School's Got STEM," a contest for teams of students to display their success in science, technology, engineering and/or math. Both events are sponsored by Comporium. Video submissions occur in January and February, with winners voted on through Facebook and announced in time to be honored at the SC Teacher of the Year Celebration April 22 in Columbia.

**An "Umbrella" Non-Profit for Public Education** – SC Future Minds can – and does – hold funds for a variety of SC public education ventures. In addition to the school "button" funds, we also hold funds for the Center for Educator Recruitment, Retention and Advancement, as well as the Inside Out Centers for Learning. Operating like a subject-based community foundation, SC Future Minds can help communities create their own local education foundations with low start-up costs, or assist companies wishing to create education based philanthropy funds and help multiple groups of schools and/or districts.

**Innovation Initiative** – SC Future Minds was instrumental in the creation of TransformSC, a public-private effort to increase innovation in state classrooms. Working with the state Chamber of Commerce, SC Association of School Administrators, Education Oversight Committee, SC School Boards Association and others, SC Future Minds helped organize the effort now overseen and run by New Carolina.

**Advice** – SC Future Minds works to increase private support of any SC public school. Feel free to call upon us for advice, suggestions or possible connections to donors or schools.

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*For more information, contact Trip DuBard at 803-741-5646 or [info@scfutureminds.org](mailto:info@scfutureminds.org).*



## Reasons to Use the SC Future Minds “Donate Now” Button

Promotes accountability and transparency

Reduces onerous bookkeeping duties by shifting to SC Future Minds

Collects addresses and contact info of donors

Schools are ALREADY using it. Roughly 200 schools have now approved it.

Increases donor confidence in fiscal responsibility

Provides tracking system, allowing analysis of

- School vs. school fundraising
- Year over year success
- Donor participation by zip code
- Other

Strengthens existing fundraising program by allowing donations year-round from any location with internet connection

Can increase communication between school officials and parents about priorities.

Can increase parental understanding of school needs

Reduces cash handling, which can lead to accountability issues

By joining state-branded effort, encourages overall higher giving

Credit cards increase reach

Can eliminate – or complement -- current inefficient fundraising models

Can support academic goals through incentives for reading, etc.

Reduces costs of fundraising

Makes every donation tax deductible

Can allow for alumni contributions

Helps develop alumni/supporter email base

Eliminates problems of PTA Treasurer turnover – money handling is consistent



### Starting a Local Education Fund

1. Research existing local education funds. Pay particular attention to those with school districts of similar size and demographics. You can start by checking with South Carolina Future Minds at 803-741-5646, or [info@scfutureminds.org](mailto:info@scfutureminds.org)
2. Become familiar with your state's provisions regarding nonprofit organizations. Contact the South Carolina Association of Non-Profits at (800) 438-8508 or [info@scanpo.org](mailto:info@scanpo.org).
3. Assess interest of the community, school board, and school district administration in starting a local education fund.
4. Identify community residents who are committed to the LEF concept and ask them to join a steering committee to establish the organization. Include civic and business leaders, parents, school district leaders, teachers, minority representatives, and attorneys and accountants who are familiar with 501(c)(3) nonprofit organizations. Having a representative of the local newspaper on the committee is also very helpful.
5. Invite enthusiastic veteran board members and administrators from South Carolina Future Minds and/or existing LEFs to talk with the steering committee about their experiences in starting an LEF. South Carolina Future Minds can help you find these people.
6. Convene the steering committee to review materials, plan the organization, determine its general mission and goals, and identify the prospective board of trustees.
7. Draft preliminary articles of incorporation and bylaws.
8. If minimizing costs is a concern in the early years, explore sponsorship of the fund by South Carolina Future Minds or a local community foundation. If cost is not a factor, and you are confident the infrastructure will remain in place for years to come to meet reporting requirements, you may want to create your own charitable organization. In doing so, you'll want to

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- a. File a request for incorporation as a nonprofit organization with the proper state agency. In South Carolina, that's the Secretary of State's office at [www.scos.com](http://www.scos.com).
  - b. File Federal Form SS-4 to obtain an Employer Identification Number from the federal government. This should be obtained early in the process, since it will be needed for many next steps.
  - c. File Federal Form 1023 with the IRS to apply for 501(c)(3) status within 15 months of incorporating: The form requires a three-year operating budget and a board of directors. You will receive a temporary exemption (advance ruling) from the IRS. After the advance ruling period, the IRS will request additional information to grant a permanent exemption status. You must maintain these papers in a permanent file.
  - d. Establish financial records, including controls over donor records and financial reporting standards to the board and community. Ask your accountant to set up a chart of accounts, the general ledger and journals, and draft a set of financial statements. Set up a receipt system to comply with IRS contribution reporting requirements for 501(c)(3) organizations. Determine if your audit will be done by an outside firm or an internal audit committee. If possible, use an outside auditor.
  - e. Complete additional filings with the tax commission in your state and a Form 990 with the IRS at the end of the fiscal year in lieu of an income tax form.
9. Select a nominating committee from the steering committee members to nominate the board of directors. Consider a board of 11 to 21 members. Be sure to thoroughly spell out the expected duties of board members when asking prospects to join the board.
  10. Hold an organizational meeting of the steering committee to elect the board of directors and officers. Ratify the mission and approve the bylaws and initial budget. Appoint someone to record the minutes from this organizational meeting.
  11. Determine responsibilities and assign work to board members and committees. Develop procedures for staff reporting to the board of trustees. Boardsource is a good starting place to learn about nonprofit governance.
  12. Begin detailed planning for program development and fundraising.
  13. Inform the community of your LEF's existence, goals, and needs.
  14. Begin a fundraising campaign and programs.
  15. Apply for membership in Public Education Network.

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## Contribution Disbursement Agreement

This agreement is between South Carolina Future Minds, a 501(c)(3) organization organized as a South Carolina non-profit corporation and \_\_\_\_\_, (the client/school) a public education institution in South Carolina.

Under this agreement, South Carolina Future Minds agrees to use its website to collect online donations for the client. South Carolina Future Minds will charge fees according to the fee structure adopted by its governing board (see attached), which fee structure may be changed from time to time by its governing board. Once the fees are deducted from a donation, the remaining donation will be forwarded to the client in care of the responsible party listed below. Donations will be forwarded on a quarterly basis when the amount exceeds \$100. If less than \$100, donations will remain with South Carolina Future Minds until they exceed \$100 or the program is ended.

Under this agreement, the client and responsible party agree that the funds sent by South Carolina Future Minds through this arrangement will be used for operational expense of the client, as determined by the responsible party.

South Carolina Future Minds or the client may discontinue this agreement at any time without penalty. In the event that this agreement is discontinued, South Carolina Future Minds will remit to the client any remaining donations (less the applicable fee) received on its behalf.

\_\_\_\_\_  
Name and Title - Printed

\_\_\_\_\_  
SC Future Minds Exec Dir.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone AND Email



## Fee Structure

South Carolina Future Minds will charge a 6% fee against any donations to the client through the SCFM website. These fees are to offset our own costs for credit card transactions and administration of the fund and website. The remaining 94% will be distributed to the client.

*Effective November, 2014*

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Name and Title -- Responsible Party/ Client

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Signature

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School/District