

Development Committee FAQs

Please also refer to the Faculty/Staff Handbook for discussion of policies and procedures.

Why the Development Committee?

One of the Development Committee's principal roles is to fund classes, curricula, projects and initiatives unable to be supported by FSF (Fair Student Funding).

Another key function of the committee is to ensure fiscal accountability. All monies changing hands within the school and entering and leaving the school must be accounted for audit purposes. Ultimately Principal Harcum is responsible for all budgets associated with City College and the Development Committee is the process by which accountability is ensured.

How is the school funded?

All major funding for Baltimore City College comes through *Fair Student Funding (FSF) Budget Cycles*. This is the money that comes from the district.

The *Activities Account* holds monies raised by clubs, activities and classes and is audited regularly by BCPSS.

The *Annual Fund* is a funding source for things not covered by FSF and Activities.

The *Baltimore City College Foundation* funds capital projects.

Both the *Annual Fund* and the *Foundation* are under an independent 501(c)3 and are audited annually.

The *BCC Alumni Association* is an independent 501(c)3 which provides opportunities for alum to socialize and network and also supports the student body through special programs and grants.

The *Trustees of the BCC Scholarship Fund* 501(c)3 manages and awards scholarships to graduating seniors each spring.

Who is on the Development Committee and how was membership decided?

Presently members are Mrs. Harcum, Ms. Cullen, Ms. Jeanblanc, Mr. Joyner, Mr. Hedderick, Mr. Hopkins and Ms. Tarrant.

The membership was originally chosen to represent the various budgets and funding streams. In the spring of 2019 Mrs. Harcum opened an additional membership to faculty. Ms. Tarrant was added at that time.

How often does the committee meet?

Committee meetings are biweekly August through March and to address new business April through June.

Why is it necessary for me to receive the okay from Development Committee before starting a Go Fund Me or any other fundraising initiative?

The committee has adopted a single-ask model to minimize the number of times donors and potential donors are approached about needs within the school. When the Development Committee is unable to fund or sustain funding for a class, curriculum, project or initiative, independent funding is considered on a case-by-case basis.

In addition to this consideration, the Development Committee makes every effort to ensure that funds are distributed equitably across departments.

Why is it necessary for me to get the okay from the Development Committee BEFORE I apply for a grant?

The Development Committee always seeks to fund approved requests. If the request cannot be funded for some reason, the option of writing a grant will be considered on a case-by-case basis.

This approval needed to prevent possible conflicts with other on-going projects. The committee has a global view of all of the asks and can prevent a potential grant/donor from being asked too often and ultimately feeling like a piggy bank.

How do I ask for support from the Development Committee?

A department or, extracurricular, co-curricular, club or organization can make a request using the Google Form on the Teacher Resource page of the school website.

Departments may make two bundled requests by March 1 and others may make one ask by March 1.

In the event of a special opportunity or dire need, there is a Waiver form in the same location.

What do I do if a donor approaches me?

If a donor would like to make a monetary or in-kind contribution, please fill out the Funding Request or Waiver form (both available on the Teacher Resource page of the school website). The committee will review the offer, notify the donor and staff member and take on the processing of the donation, if approved, so that appropriate tax acknowledgements can be prepared in accordance with IRS regulations.

Why are departments asked to bundled requests?

The purpose of bundling requests to fulfill the variety of needs that arise within a department is to encourage collaboration within and across departmental teams. This also helps with long term budgeting of all the funds and identifying which funding streams can be used when.

What if I want to go on a field trip?

First, fill out the district field trip permission paperwork available in the main office. When complete, return it to the main office for principal approval.

Next, if you require transportation or monetary support for your approved field trip, fill out the appropriate Google Form on the Teacher Resource page of the school website.

Why do I have to provide a budget for monetary support and fundraising requests?

Requests for support: The Development Committee seeks to equitably distribute funds across departments and programs. Request budgets ensure that the correct budget stream or cost center is identified and funds are distributed in a timely fashion.

Fundraising requests: A target fundraising amount is needed to ensure that all groups have access to afterschool fundraising (pizza sales, bake sales, etc.). Once a group has reached its target, the spot can be opened to another group in need.

Why aren't we permitted to fundraise during the school day?

There is a non-compete agreement in place with the cafeteria during school hours.

Why do I have to deposit fundraised money in a school account?

Depositing money into an Activities account or with the Annual Fund not only protects you, it allows for the needed fiscal accountability required by regular district audits.