

Queen Creek Schools Education Foundation Handbook 2023-2024

QCSEF

Sponsorships/ Fundraising

PR and Marketing

Grants and Scholarships

QCSEF Endowment

QCSEF MISSION

The Queen Creek Schools Education Foundation (QCSEF) partners with the community and businesses to promote excellence through leadership in education. We encourage responsible citizenship by supplementing financial support for growth and learning opportunities to engage and empower our teachers and students to excel academically through grants and scholarships.

GENERAL INFORMATION

What is the Queen Creek Schools Education Foundation (QCSEF)?

The Queen Creek Schools Education Foundation is a 503-C made up of seven board members who are guided by a set of bylaws.

QCSEF BYLAWS: [QCSEF Bylaws](#)

What is the overarching purpose of QCSEF?

The overarching purpose of QCSEF is to raise money for teacher grants and student scholarships.

How does QCSEF raise money?

Through community and business partnerships, the foundation raises money by hosting fundraising events such as but not limited to:

- Golf tournament
- Softball Tournament
- Bowling Tournament
- Family Movie Night

Does QCSEF have an endowment?

Yes. Our QCSEF goal is to build an endowment worth \$1 million by the year 2031.

QCSEF BOARD AND STAFF

The Queen Creek Schools Education Foundation is a 503-C governed by no more than 17 voting Board Members who follow the QCSEF bylaws.

How often does the QCSEF board meet?

QCSEF board meetings take place quarterly with additional meetings taking place as needed.

Division of Duties:

Duties for all QCSEF Board Members: (President, Vice President, Treasurer, Secretary, Board Members, QCUSD Liaison)

1. Reviews and approves all financial reports.
2. Prepares annual budget.
3. Reviews and approves all contracted accounting services agreements.
4. Reviews and approves all contracts for goods and services.
5. Reviews all bank reconciliations
6. Attend all fundraising events
7. Assist as needed with marketing

President responsibilities:

1. Oversees the general operations of the foundation
2. Oversees fundraising
3. Runs the quarterly QCSEF foundation meetings
4. Seeks out sponsorships both from local and corporate entities
5. Assists with scoring of scholarships and grants
6. Attends scholarship and grant awards ceremonies
7. Other duties as assigned

Vice President responsibilities:

1. Fills in for the President as needed
2. Working in conjunction with the board with day to day operations
3. Works with the board in securing and funding of the endowment
4. Assists with scoring scholarships and grants
5. Attends scholarship and grant award ceremonies
6. Attends fundraising events
7. Other duties as assigned

Treasurer responsibilities:

1. Supplies all financial reports to the board
2. Processes all disbursements and receipts
3. Maintains and reconciles the general ledger monthly
4. Verifies expense reports against receipts provided
5. Reconciles the bank account
6. Files all necessary taxes with IRS
7. Provides invoices to customers needing them
8. Processes all incoming credit card payments and ACH transactions
9. Reviews all vouchers and invoices for those checks which require his or her signature
10. Acts as signatory on checks up to \$1,500
11. Attends fundraising events
12. Assists in scoring scholarships and grants
13. Attends scholarship and grant award ceremonies
14. Other duties as assigned

Secretary responsibilities:

1. Receives and opens all incoming mail including bank statements
2. Mails all checks for payments
3. Takes notes at all QCSEF meetings and sends out minutes
4. Maintains records/documents for QCSEF
5. Attends QCSEF fundraising events and assists when possible
6. Sets and publishes the yearly calendar for the foundation
7. Makes the agenda for all board meetings.
8. Other duties as assigned

Marketing Coordinator responsibilities:

1. Advertises and markets our QCSEF fundraisers and events
2. Posts weekly on all social media outlets
3. Works with other board members to solidify both local and non-local sponsorships and donors
4. Monthly newsletter
5. Other duties as assigned

QCUSD Liaison responsibilities:

1. Communicates with all board members on a monthly basis
2. Meets monthly with the QCUSD Superintendent regarding the foundation
3. Assists board members as needed with their responsibilities
4. Oversees the students scholarships process, selection committees, and awards
5. Oversees the teacher grants process, selection committee and awards
6. Works with local and non-local businesses to secure sponsorships
7. Attend fundraisers and assists as needed
8. Works with counseling personnel regarding scholarships and the processes
9. Other duties as assigned

QCUSD Administrator responsibilities:

1. Communicates with the District Liaison on a monthly basis.
2. Attends quarterly QCSEF meetings
3. Promotes the foundation at QCUSD district meetings
4. Attends foundation fundraising events

President: Tara Zika

Vice President: Vispi Karanjia

Treasurer: Tyler Shupe

Secretary: Quincy Nelson

Board Member: Samantha Davis

Board Member: Brian Kellar

Board Member: Ken Brague

School Liaison: Ellie Hardt, Community Education Director

QCUSD Administrator: Dr. Perry Berry, Superintendent

QCSEF RESOURCES AND ENDOWMENT INFORMATION**Bylaws/Policies/Procedures**

Please review the [QCSEF bylaws](#).

Where does a person go if they are looking for financial information about the QCSEF? Individuals looking for financial information about QCSEF can email qcschoolseducationfoundation@gmail.com or attend a general QCSEF board meeting.

FOUNDATION SPONSORSHIP OPPORTUNITIES

The QCSEF offers two main fundraisers a year. One in the fall and one in the spring. These fundraisers provide QCSEF the opportunity to fund student scholarships, teacher grants, and endowment contributions.

What is the process for becoming a QCSEF sponsor?

- Donate and attend one of the QCSEF fundraising events
- Make a general donation (*which is a tax deduction*) to QCSEF any time of year
- Fund a memorial scholarship
- To become a sponsor email us at qcschoolseducationfoundation@gmail.com

SCHOLARSHIP INFORMATION

The goal of Queen Creek Schools Educational Foundation is to provide and award scholarships to a wide variety of students within Queen Creek Unified School District. All scholarship applications are completed online using the [goingmerry.com](https://www.goingmerry.com) website <https://www.goingmerry.com>. QCUSD students interested in applying can search

QCSEF on the going merry website to find which scholarships are available. If assistance is needed, students can reach out to the high school counselor and they will assist them in the application process.

QCSEF Funded Scholarships: These scholarships are funded annually by the QCSEF.

- 1. QCSEF Board of Trustees Scholarship:** The Queen Creek Schools Education Foundation awards the Board of Trustees Scholarship annually based on financial need, community involvement, service, leadership, character, and academic achievement. Scholarships are worth \$2,500 and are awarded each spring.
- 2. QCSEF Pride of Queen Creek Scholarship:** The Queen Creek Schools Education Foundation awards the Pride of Queen Creek Scholarship annually based on financial need, community involvement, service, leadership, character, and academic achievement. Scholarships are worth \$2,500 and are awarded each spring.
- 3. STEM Scholarship:** The Queen Creek Schools Education Foundation has established a scholarship to be awarded to a graduating QCUSD high school senior who is pursuing a career in a STEM discipline. Awards are based upon academic achievement and demonstrated excellence in STEM activities. Scholarships are worth \$2,500 each awarded each spring.
- 4. Fine Arts Scholarship:** The Queen Creek Schools Education Foundation awards multiple scholarships based upon academic achievement, demonstrated excellence in Fine Arts, leadership, and character. Scholarships are worth \$2,500 and are awarded each spring.

QCSEF Sponsored Scholarships funded by Individuals or Families: These scholarships are renewed yearly at the Individual or Family discretion and are NOT FUNDED by the foundation but by the individuals/families themselves. An MOU will be completed by any and all contributors prior to the foundation accepting the sponsorship. [QCSEF Memorandum of Understanding \(Original\).docx](#)

- 1. Banner Health Scholarship:** Banner Health has established scholarships to be awarded to QCUSD high school seniors who will be pursuing a post-secondary education in the medical field. This scholarship was initiated in 2017 by the Medical Staff of Banner Goldfield and Banner Ironwood Medical Centers. (*Scholarship number and amounts may vary.*)
- 2. Linda Carr Memorial:** Mrs. Carr was a beloved teacher, principal, and administrator for the Queen Creek Unified School District from 1997 through her retirement at the end of the 2012-2013 school year. Following her passing on

May 30, 2014, this scholarship ensures her legacy of excellence and caring, and it affords the opportunity for a young person in the district to continue on with his/her education at an institution of higher learning. Awards are based upon demonstration of strength of character and perseverance against the odds and academic achievement. (*Scholarship number and amounts may vary.*)

- 3. Nathan Martens Memorial Scholarship:** This scholarship was established to honor Nathan Martens, a student-athlete who graduated from Queen Creek High School. Nathan, a US Navy Corpsman, gave his life for his country while serving in Iraq in 2005. This scholarship is awarded based on athletics, community involvement, service, leadership, character, and academic achievement. (*Scholarship number and amounts may vary.*)
- 4. Kash Jackson Reed Memorial Scholarship:** This scholarship is to be offered to seniors planning on attending a community college or a four-year university, who may have overcome hardships or difficulties in their lives. To be extended to students who exhibit the qualities of inclusiveness, kindness, and generosity, and who have reached out to include other students who may feel alone, “left out” or otherwise marginalized in their social experiences. (*Scholarship number and amounts may vary.*)
- 5. Hunter Vindiola Memorial Scholarship:** The Hunter Vindiola Scholarship is established in honor of Hunter Vindiola who, in July 2020, was tragically killed in an ATV accident while on family vacation. Hunter had just turned 16 years old. Each year the scholarship will be awarded to a **Queen Creek High School** senior student athlete, to assist with the costs in attending the college of their choice. (*Scholarship number and amounts may vary.*)

Scholarship Selection Process

Each scholarship application is thoroughly reviewed by the scholarship committee. Scholarship committees are made up by a variety of volunteers ranging from QCSEF board members, district employees, as well as local outside business members. Using a scoring rubric, committee members review and score each application accurately and thoroughly. The applicants with the highest scores are awarded the scholarship. The QCSEF Board will present the winners with their awards at the annual end-of-the-year scholarship night.

TEACHER GRANT INFORMATION

The goal of Queen Creek Schools Education Foundation is to provide and award teacher grants of up to \$1,000 annually to the teachers of QCUSD. In the fall, grant applications are emailed out to the Principals by the QCSEF for distribution to the teachers.

To apply for a grant, classified/certified staff must:

- Open the application via google docs
- Make a copy and name it (i.e. last name, first initial, school name.)
- Complete the application and share with site administration who will review, approve, sign, and submit to the QCSEF district liaison
- Applications will not be accepted after the deadline

Using a scoring rubric, the QCSEF teacher grant committee will thoroughly review and score all applications. Winners are selected based upon the specific criteria listed on the Teacher Grant applications. The winners will be announced each fall and the recipients will pick up their award checks at the QCUSD district office.