



21 August, 2008

Board of Education
Chino Valley Unified School District
5130 Riverside Drive
Chino, California 91710

Re: Application for authorization as a school-connected organization pursuant to Administrative Regulations 1230 and Education Code 51521.

Dear Members of the Board of Education:

To satisfy Chino Valley Unified School District Board Policy and Administrative Regulations 1230, pursuant to Education Code 51521, the Don Antonio Lugo Renaissance Foundation, Inc., a 501(c)(3) non-profit public charity, submits its application to be authorized as a school-connected organization.

In accordance with CVUSD Administrative Regulations 1230:

1. Don Lugo Renaissance Foundation, Inc., as a “group of people desiring to raise money to benefit...students at” Don Antonio Lugo High School, requests “authorization to so operate by applying to the Chino Valley Unified School District Board of Education”. (AR1230:1)
2. “The authorization grant by the District Board of Education” to Don Lugo Renaissance Foundation, Inc. “shall serve the purpose of fulfilling the requirements of Education Code 51521”. (AR1230:2)
3. Don Lugo Renaissance Foundation, Inc., a booster club, shall not use “the school district’s tax-exempt status and identification number”. Don Lugo Renaissance Foundation, Inc. is “established as a non-profit entity under section 501(c)(3) of the Internal Revenue Code” and has obtained “its own tax identification number”. Don Lugo Renaissance Foundation, Inc. is “responsible for [its] own tax filings and accounting”. “The funds of” the Don Lugo Renaissance Foundation, Inc. shall “never be commingled with the student body funds or any other funds of the district”. (AR1230:3)
4. “The request for authorization” by Don Lugo Renaissance Foundation, Inc. hereby is “in the form of a... letter... containing the following information (contained in the attachments):
 - a. The name of the organization
 - b. Membership quotas or qualifications
 - c. Names, home addresses and telephone number of all officers
 - d. Brief general purpose of the organization
 - e. Specific annual objectives, itemized
 - f. A statement regarding the disposition of any balance remaining in the club or organization treasury should the club or organization disband or be denied authorization to continue.



- g. Name of the bank where funds will be deposited, the number of signatures required to withdraw funds and the names of those persons authorized to withdraw funds from the account.
- h. Date of application.
- i. Signatures of the site principal(s) supporting the request for authorization to commence or continue.”

(AR1230:4)

- 5. “Any authorization granted under” Administrative Regulation 1230 “will be valid until the beginning of the following school year. All requests to continue will require an updated application. Renewal applications shall also include an annual financial statement detailing revenue and expenditures for each fund-raiser as well as a copy of the current constitution or by-laws. Such applications will be considered by the District Board of Trustees at the first regular meeting in November.” (AR1230:5)
- 6. “The District Business Office and school site administrator [will] be notified in writing of any change in officers within 10 days of that change.” (AR1230:6)
- 7. Don Lugo Renaissance Foundation, Inc.’s “financial statements shall be submitted to the school principal and Chino Valley Unified School District Business Office each calendar quarter. The financial statements shall contain information on the revenue and expense as well as the net gain or loss of each fund-raiser.” (AR1230:7)
- 8. “All funds collected from fund-raisers [shall] be deposited into” Don Lugo Renaissance Foundation, Inc.’s “bank account. Under no circumstances are distributions to be made from cash collections. Proper receipts and invoices [shall] be maintained for all disbursements. CHECKS [SHALL] NEVER BE MADE PAYABLE TO THE ORDER OF ‘CASH’.

Officers and members [shall] NOT cash personal checks from cash collections. All cash collected [shall] be deposited intact.” (AR1230:8)

- 9. Don Lugo Renaissance Foundation acknowledges that “the financial records...operated under this policy are subject to audit at any time either by District personnel or an accounting firm designated by the Superintendent.” (AR1230:9)
- 10. “No goods or services [shall] be ordered in the name of the school or school personnel. School personnel are not to sign booster club checks or invoices. To avoid conflict of interest, any student advisor, coach, or teacher whose students may benefit from the operations of” Don Lugo Renaissance Foundation, Inc. “shall not serve as an officer... but may serve in an advisory capacity”.
- 11. Don Lugo Renaissance Foundation, Inc. “shall not hire Chino Valley Unified School District personnel for any purpose without prior approval from the district personnel office”.
- 12. “Any program, fund-raiser or other activity planned by” Don Lugo Renaissance Foundation, Inc. “shall only be permitted if properly scheduled according to District Policy and school regulations:



**DON LUGO RENAISSANCE
FOUNDATION**

a non-profit 501(c)3 corporation changing lives and impacting futures of Don Lugo students, staff, and parents.

- a. Prior to conducting any fund-raiser” Don Lugo Renaissance Foundation, Inc. “[shall] obtain written approval by the Business Office of the Chino Valley Unified School District and the Board of Trustees. This is accomplished by submitting an ‘Approval Application for Nonexempt Fund-raising Activity Form’ for each planned fundraiser at the beginning of each school year to the Administrative Director of Business Services.
 - b. Any fund-raiser requested during the school year must be approved by the Superintendent and must not conflict with the master calendar.” (AR1230:14)
13. “Any request for use of school facilities [shall] be filed with the Planning Department.” (AR1230:13)
 14. “District Administrative Regulations require that all transportation arrangements involving students be made through the Chino Valley Unified School District Transportation Department.” (AR1230:14)
 15. “Out of state or overnight trips planned for students [shall] have the prior written approval of the administration and the Board of Education.” (AR1230:15)
 16. Don Lugo Renaissance Foundation, Inc. acknowledges Administrative Regulation 1230:16 relating to duplicating services and conditions of use.

We, the Board of Directors of Don Lugo Renaissance Foundation, Inc., humbly thank you, the Board of Education, for the opportunity to be a partner in the community to further bless the jewels of the Chino Valley: its schools and the families they serve. Furthermore, we thank you for allowing us to serve Don Antonio Lugo High School: the institution that has shaped us into the kind of people who wish to give themselves away to serve our community.

Many Thanks,

Matthew McDavid
President

Preston Carr
Site Principal, supporting application

Danny Mendoza
Secretary

Christine Hischar
Site Assistant Principal in agreement

Guy E. White
Non-Officer Club/Booster Advisor

Attachments: Statement Pursuant to AR1230, Section 4
Bylaws, IRS 501(c)3 Determination Letter



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21 August, 2008

Statement Pursuant to AR1230, Section 4 (an attachment to our application letter)

4. “The request for authorization” by Don Lugo Renaissance Foundation, Inc. hereby is “in the form of a... letter... containing the following information:
 - a. The name of the organization
 - i. **Don Lugo Renaissance Foundation, Inc.**
 - b. Membership quotas or qualifications
 - i. **As stated in our bylaws, we have no “membership”, and, therefore, no “quotas or qualifications.”**
 - ii. **As stated in our bylaws (3:2), officers must be 18 years of age or older and be graduates of Don Antonio Lugo High School.**
 - c. Names, home addresses and telephone number of all officers
 - i. **See attached.**
 - d. Brief general purpose of the organization
 - i. **The Don Lugo Renaissance Foundation, Inc. is a non-profit 501(c)3 corporation dedicated to changing lives and impacting futures of Don Lugo students, staffuly, and parents. We partner with all stakeholders of Don Antonio Lugo High School, including alumni, community and business partners, parents, staffuly, and students to achieve goals that support teaching and learning at Don Antonio Lugo High School. These goals are set by the stakeholders of our campus: those who have a vested interest in the success of Don Lugo students, staffuly, and parents. While our wide reaching goal is to change lives and impact futures, this is accomplished through (1) granting funds for student recognition and rewards for academic achievement, (2) granting funds for staffuly recognition and rewards for inspirationally promoting student academic achievement and parent involvement, (3) granting funds for parent workshops, forums, and events that enhance parent involvement that promotes student academic achievement, and (4) granting funds for business and community partner workshops, forums, and events that enhance business and community partner involvement that promotes student academic achievement.**



e. Specific annual objectives, itemized

i. Excellence For All Stakeholders

- a. Don Lugo Renaissance Foundation Board of Directors, in accordance of with the bylaws of this corporation, shall establish a Stakeholders Committee, made up of a representative group of the stakeholders of the foundation.**
- b. The purpose of this committee shall be to inform Don Lugo Renaissance Foundation Board of Directors' decisions on granting decisions and on increasing funding in accordance with the exempt purposes of this corporation.**
- c. The Stakeholders Committee shall operate under the observation and direction of Guy E. White, a non-officer, club/booster advisor.**
- d. The Stakeholders Committee shall meet monthly.**

ii. Guarantee – “Right to teach, right to learn”

- a. The Stakeholders Committee shall select a teacher to be spotlighted in the foundation's monthly newsletter.**
- b. The Stakeholders Committee shall select a student to be spotlighted in the foundation's monthly newsletter.**
- c. The Stakeholders Committee shall select an Administrator and/or classified staff member to be spotlighted in the foundations monthly newsletter.**
- d. The Stakeholders Committee shall affirm the Most Inspirational Teacher(s) of the Year selected by the school site.**
- e. The Stakeholders Committee shall affirm the Most Inspirational Student(s) of the Year selected by the school site.**
- f. The Stakeholders Committee shall select an Administrator at the site or district level to be recognized yearly that has done inspirational, exceptional work in facilitating the goals of the foundation.**
- g. The Stakeholders Committee shall select a parent or guardian of the site to be recognized yearly that has done inspirational, exceptional work in facilitating the exempt purposes of the foundation and/or facilitating the academic goals of the school and/or facilitating the learning of their student.**
- h. The Stakeholders Committee shall select Business to be recognized yearly that has done inspirational, exceptional work in facilitating the goals of the foundation.**

iii. Accountability



- a. In accordance with the exempt purposes of this corporation, Don Lugo Renaissance Foundation Board of Directors shall affirm and recognize the standards, benchmarks, and curriculum goals of the school site, including, but not limited to graduation rates and API scores.**
- iv. Images**
 - a. In accordance with the exempt purposes of this corporation, Don Lugo Renaissance Foundation Board of Directors shall collaborate with the school site council to create, modify, and affirm the traditions, extra-curricular activities, athletics, arts, and academics and their goals therein.**
 - b. In accordance with the exempt purposes of this corporation, Don Lugo Renaissance Foundation Board of Directors shall bring focus to the academics, activities, arts, and athletics programs at the school site with academics as its focus.**
- v. Visual, Tangible, Walkaroundable**
 - a. In accordance with the exempt purposes of this corporation and taking into account the security of corporation and stakeholder interests, Don Lugo Renaissance Foundation Board of Directors shall endeavor to ensure that all its actions are open to the public eye.**
 - b. In accordance with the exempt purposes of this corporation, Don Lugo Renaissance Foundation Board of Directors shall ensure that every action that the foundation takes is visual (easily seen), tangible (easily understood), and walkaroundable (easily interacted with).**
- vi. Celebrations, Rituals, and Ceremonies**
 - a. In accordance with the exempt purposes of this corporation, Don Lugo Renaissance Foundation Board of Directors shall affirm the school site's community events.**
 - b. In accordance with the exempt purposes of this corporation, Don Lugo Renaissance Foundation Board of Directors shall affirm the school's yearly town hall meeting.**
 - c. In accordance with the exempt purposes of this corporation, Don Lugo Renaissance Foundation Board of Directors shall hold a dinner to honor stakeholders that have supported the foundation.**
 - d. In accordance with the exempt purposes of this corporation, Don Lugo Renaissance Foundation Board of Directors shall collaborate with the site's principal to hold a principal's forum.**



a. Fundraising Goals

i. One Year Goals (December 31, 2009)

1. Donors

- a. \$100 / month x 20 donors
- b. \$50 / month x 45 donors
- c. \$20 / month x 90 donors
- d. \$10 / month x 190 donors

2. Total Yearly Donations = \$95,400

ii. Six Month Goals (July 1, 2009)

1. Donors

- a. \$100 / month x 10 donors
- b. \$50 / month x 90 donors
- c. \$20 / month x 175 donors
- d. \$10 / month x 375 donors

2. Total Year-To-Date Donations = \$76,500

b. Expenses / Overhead

- i. No more than 10% of donations collected within a calendar year shall go to cover the cost of operating the foundation.

c. Balance Sheet

i. Assets

- 1. In accordance with the exempt purposes and bylaws of this corporation, Don Lugo Renaissance Foundation Board of Directors authorizes and directs the treasurer and president to establish the following accounts (those that have not already been established) and maintain them as directed here to ensure the continued financial viability of the foundation:

a. Checking Account

- i. Shall hold no less than \$15,000 before the establishment of the following accounts...

b. Savings Account

- ii. Shall hold no less than 80% of the assets of the foundation collected within the current calendar year after \$15,000.



c. Certificate of Deposit(s)

- iii. Shall hold 10% of the assets of the foundation collected within the current calendar year after \$15,000. 12 Month notes in increments of \$5000.**

d. Investments

- iv. No investments shall be made under any circumstances outside the scope of the traditional accounts listed above.**

e. Network Marketing

- v. The foundation will avoid contact, business, etc. with network marketing or similar ventures.**

2. Liabilities

a. The foundation is discouraged from accumulating liabilities of any kind, except in case of

- i. expenses paid within a calendar month in full, and no interest will accrue during such time, or**
ii. deposits made for goods, services, rent, etc., or
iii. expressed written consent of Don Lugo Renaissance Foundation Board of Directors is given with the consent of the Stakeholders Committee.

- f. A statement regarding the disposition of any balance remaining in the club or organization treasury should the club or organization disband or be denied authorization to continue.**
- i. As of the date of this application, the balance of our bank account is \$150.00. Should the club or organization disband or be denied authorization to continue, this balance would be donated to Don Antonio Lugo High School by check in due course after exploring our options to appeal such denial of authorization respectfully to the Chino Valley School District Board of Education. Our greatest desire is to foster a partnership that will benefit Don Antonio Lugo High School.**
- g. Name of the bank where funds will be deposited, the number of signatures required to withdraw funds and the names of those persons authorized to withdraw funds from the account.**
- i. Bank of America**
- ii. Two signatures are required to disperse funds. No CASH withdrawals can be made with this account as established by Bank of America.**
- iii. The signatures required to disperse funds are those of the president and the treasurer. No single signature can authorize the dispersal of funds.**
- h. Date of application.**
- i. 21 August, 2008.**



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- i. Signatures of the site principal(s) supporting the request for authorization to commence or continue:
 - i. See below:

We the undersigned hereby support the request for authorization to commence or continue:

Matthew McDavid

President

Preston Carr

Site Principal, supporting application

Danny Mendoza

Secretary

Christine Hischar

Site Assistant Principal in agreement

Guy E. White

Non-Officer Club/Booster Advisor

(AR1230:4)

Attachments: Bylaws, IRS 501(c)3 Determination Letter

Don Lugo Renaissance Foundation, Inc.
11641 Norton Avenue
Chino, CA 91710