

SECTION 3 – FINANCIAL POLICIES AND PROCEDURES

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TUITION RELATED POLICIES

Tuition Philosophy

The school exists for Christian families and it is the desire to make the school available to the largest number possible by holding tuition at the lowest level possible consistent with the desire for quality, Christian education.

Payment of tuition by the parents is not the complete discharge of responsibility to the school. Other ways of participation include prayer for the school, its families and teachers, transportation to various activities, attendance at school meetings, service on committees, maintenance and improvements to building and grounds, and giving, as God enables, to meet financial needs.

Payment Options

- 1) Automatic draft. Your account is debited by draft each month on the 10th of the month. Check with the business office to subscribe to this plan.
- 2) Check or money order. Mail to the CHFBS Business Office.
- 3) Bring check or cash to the business office. Returned check fee will be assessed. More than two checks returned from your bank for insufficient funds will result in your account being put on a "cash only" basis. If paying with cash or cashier's check, please bring the correct amount--change is not always available. Do not send cash with your student.
- 4) Charge - You may charge your tuition to a credit card. Contact the business office for availability and authorization forms.
- 5) Tuition not paid by the 10th of each month will be assessed a late fee. Should the account become thirty (30) days past due, the student(s) can no longer attend school unless written arrangements have been approved through the business office. In the event an account becomes delinquent, all costs relating to collection and/or attorney fees shall be the responsibility of the parents.

Tuition Payment

Castle Hills First Baptist School is a fiscally sound non-profit Christian institution. An annual audit is performed by an independent certified public accountant, and the report is submitted to the Accreditation Commission of ACSI each year. It is the policy that income from tuition, fundraising, gifts and other fees pay the operating costs for the current year. The budget is set based upon the expected income from those sources. It is absolutely essential that school families stay current in payment of fees and monthly tuition in order to meet the operating budget and payroll obligations to our faculty and staff.

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Tuition payments extend over twelve months for secondary grades, over eleven months for kindergarten and elementary grades, and over ten (10) months for Pre-K. All tuition payments are due on the first of each month, unless other arrangements are approved in advance.

Registration and Other Fees and Resource Center Fees (SOAR Lab)

In addition to the enrollment information, each student enrolling at Castle Hills First Baptist School is required to pay a registration fee to cover part of the cost of activities and curriculum materials. The School will provide most textbooks for student use; however, they will remain the property of CHFBS. The student will pay the cost of replacing any lost or severely damaged textbook. Parents will be required to purchase any textbooks required for dual credit courses. Registration fees are non-refundable except as noted in section 3.0.6 or if the family moves out of the San Antonio metropolitan area. Administrative approval must be received for all other exceptions. Prepaid registration fees may not be applied to any unpaid tuition balance. Other annual or one time fees may apply.

Fees and tuition are assessed according to grade placement. A financial information schedule is available from the business office upon request.

Resource Center Fees for the SOAR Lab are assessed according to the number of sessions in which the student participates. The SOAR Program is available to students with diagnosed learning differences at the recommendation of the teacher and the request of the parents. The program is billed on a monthly basis according to a schedule set for the current school year and the number of sessions the student has scheduled. Some partial financial scholarships may be available for the families with temporary or ongoing financial hardships.

Returned Checks/ Late Fees

Any check returned to CHFBS for any reason will result in a charge of twenty-five dollars to the account of the check writer to cover fees and additional bookkeeping. Monthly tuition not paid before the 10th of the month will have a late fee charge of \$25 added to the family account.

Registration fees are refunded if CHFBS refuses admission to a student; however, testing fees are non-refundable.

Castle Hills First Baptist School will not accept re-enrollment/registration forms from students and/or families until all accounts are in good standing with the school's business office. Any exceptions must be approved by the Superintendent.

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Withdrawal

Should you decide to withdraw a student during the school year, please notify the school office in writing. Please do not verbalize withdrawal intentions through the student or the teacher.

Student records (including report card, achievement scores, transcript, and special testing scores) will be released to the transfer school when the student's tuition account is paid in full. Also, all textbooks and library materials must be returned, and all fines must be cleared through the CHFBS Business Office.

For any month in which a student attends a portion thereof and then withdraws, there will be no refund of that month's tuition. Prepaid tuition will only be refunded with a two month penalty due before withdrawal and transcripts and records are released.

FINANCIAL AID

Financial Aid Need-Base Scholarships

Castle Hills First Baptist School awards financial scholarships in accordance with the Internal Revenue Service Code section 117 pertaining to "Qualified Scholarship Plans" (QSP).

Scholarships are not issued relative to race, color, nationality, ethnicity or origin as according to Castle Hills First Baptist School's nondiscriminatory policy.

Scholarships will be awarded by the Scholarship Committee as need is demonstrated and when funds are available. An application can be obtained from the financial office.

Awarding QSP's to employees is illegal. Therefore, employees are ineligible for QSP's.

Financial Aid Program

Purpose

It is the goal of Castle Hills First Baptist School that no family who sincerely desires a Christian education be denied such opportunity because of its financial position. In an attempt to make this goal a reality, CHFBS provides a means by which financial assistance may be provided to families for whom the payment of full tuition would not be realistically possible. It should be noted, however, that private education in a Christian environment will always require commitment and sacrifice on the part of the parents. The financial aid (scholarship) is awarded in accordance with the Internal Revenue Service Code, Section 117, pertaining to "Qualified Scholarship Plans" (QSP).

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Philosophy

The following philosophical considerations underlie the provision of financial aid to those desiring such assistance at CHFBS:

- 1) Financial aid shall be awarded on a need basis only, which considers all school families on an equal basis.
- 2) Every school family is expected to bear some of the financial burden for supporting its own children at CHFBS. Therefore, only partial financial aid will be awarded, typically up to a maximum of 50% tuition. Exceptions must be approved by the Superintendent and Board Scholarship Committee.
- 3) Financial aid shall be awarded toward the cost of tuition expenses only. Registration, books and other fees shall not be covered by financial aid without written approval of the Superintendent.
- 4) Financial aid is provided in the form of tuition waiver, as more specifically set forth below, and no such aid shall be paid to families or students.
- 5) No financial aid is available from CHFBS for the pre-school or after school care programs.
- 6) Every school family is encouraged to provide annual financial support in some way for those needing financial assistance, and funding will be sought and welcomed from many sources.

Program Funding

Financial aid shall be provided in the form of a waiver of the tuition to be paid by the student, not typically to exceed 50% of tuition. Unless expressly authorized by the Scholarship Committee, the total amount of tuition waiver for a given fiscal year shall not exceed the amount specified in the approved budget. Tuition waivers for full-time CHFBS employees are not considered “Financial Aid” for purposes of this section.

Although financial aid is presently provided in the form of a tuition waiver, it is the intent and necessity of CHFBS to obtain funding outside the operating revenue of CHFBS for the establishment of a scholarship fund, with the interest and earnings on the principal of the scholarship fund to be used for payment of tuition scholarships. Until CHFBS accomplishes this end, financial aid shall continue in the form of tuition waiver so as many families as possible can obtain a Christian education for their children.

Determination of Financial Need

A scholarship committee shall be established by the CHFBS Board of Trustees. The scholarship committee shall work with the Superintendent to develop objective criteria which seek to make the awarding of financial aid as objective and equitable as possible. The criteria shall be reviewed annually and shall be revised as the need arises, subject to

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the approval of the committee. The total amount of tuition waiver available for use by the scholarship committee for a given fiscal year shall be limited to the budgeted amount set annually by the CHFBS Board of Trustees in the budget.

Qualification Requirements

Financial aid is not issued relative to race according to Castle Hills First Baptist School's nondiscriminatory policy. Employees, staff, and Board of Trustees members are ineligible for financial aid (QSP). The following minimum requirements must be met in order to qualify for the financial aid program:

- 1) Each student in the family must be in good standing, i.e., not on academic or disciplinary probation.
- 2) If previously enrolled, the family should have a good payment record and communication with the business office for the prior year.

Application Procedure

Application for financial aid must be made to CHFBS on the standard form approved by the Board of Trustees. These forms will be available in the school business office. All financial information submitted on the application form shall remain strictly confidential. No application will be considered unless filled out completely and accurately. The following guidelines shall govern the processing of financial aid applications:

- 1) Families continuing at CHFBS from the previous school year shall receive priority consideration.
- 2) The application deadline for all applicants is April 1 prior to the school year for which financial aid is sought. Current CHFBS students or new CHFBS students who submit their applications after April 1 shall have their applications considered at the timing and pleasure of the Scholarship Committee if funds are available.
- 3) All applicants must be registered for the new year before the application form will be processed.
- 4) In the case of continuing families, any outstanding indebtedness to CHFBS must be satisfied before the application will be processed.
- 5) CHFBS reserves the right to require verification of financial data from income tax records or other sources.

Termination of Aid

Financial aid may be discontinued if there is a failure to keep remaining tuition and fee payments current or if any student receiving financial aid exhibits a serious discipline issue or is on academic probation during the school year.

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FUNDRAISING POLICIES AND SOLICITATION OF GIFTS

Fundraising Statement

It is the policy and the practice of CHFBS to trust God to provide the necessary funds for the school. Fund-raising activity does not contradict our trust in God any more than preparing a sermon in advance contradicts the freedom of the Holy Spirit in preaching. Giving to the school is giving to the Lord's work of training His children.

Fundraising Policies

Our primary method of fundraising shall be to (1) ask God (pray) and (2) tell the people. We want to concentrate our energy and our planning into effective communication of our ministry with regular appeals for support. We will attempt to broaden the number of people who potentially may have an interest in supporting the school's ministry.

It is God's people who are to support His work. Our request for support will be primarily directed to believers. However, we will request support from foundations, corporations, organizations or philanthropic individuals that support independent educational work. Giving through methods other than cash giving will also be encouraged (stocks, life insurance, deferred gifts, annuities, gifts in kind, etc.).

Organizations within the school may conduct various minor fund-raising projects to raise funds for their organization for some specific purpose: Senior class, Choir, PTF, Cheerleaders, Student Council, Booster Club, etc. Each organization is responsible for organization, promotion, etc.

- 1) Promotion of these projects should be such that they do not interfere with regular giving to the school.
- 2) Fund-raising projects must be coordinated and approved by the Superintendent. Any questions will be directed to the Superintendent.
- 3) Criteria:
 - a) That it does not interfere with the regular giving to the school for current operating funds or capital funds.
 - b) That the project has a particular purpose which will be of benefit to the educational program of the school and our students.
 - c) That the project will be of benefit to and assist in the unity and cohesiveness of the school community and the student body.
- 4) Projects of this type (bake sales, dinners) should be raising funds for specific needs as approved by Superintendent.

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- 5) Projects must be spaced out on the calendar so organizations are not in competition with each other or the larger fundraising activities of the school's development department.

Projects that provide a service to the community (car wash, clean-a-thon) may also involve an appeal to the community for support. This solicitation should be a conducted in a low-key manner. We do not want to make it appear that God does not provide for us or to indicate that we will not provide the service unless we receive support.

Listed below are some general guidelines to follow regarding acceptable, discouraged, and prohibited activities:

Acceptable Activities:

- 1) Appeals to the school family and the Christian community for gifts in support of a specific need.
- 2) Telethons in keeping with the purposes of the school and for a specific need.
- 3) Appeals to individuals, groups, foundations and similar organizations that are known to provide for specific projects.
- 4) Fall Carnival , walk-a-thon, and spring festival.
- 5) Missions or other offerings.
- 6) Silent auctions/live auctions
- 7) Service projects for the school family and community at large.
- 8) School Store, Book Fairs, Sales/Services by student or parent Organization, Junior or Senior Class fundraising projects, etc.

Discouraged and Prohibited Activities:

- 1) Any game of chance or gambling.
- 2) Any illegal or morally questionable activity.
- 3) Any commercial activity or any activity that requires or results in the CHFBS name being used in a commercial advertisement not approved by the Superintendent or the Board of Trustees.
- 4) Gambling, bingo, slots, and video equivalents.

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Solicitation of Gifts

CHFBS desires to develop and operate under Biblical principles in all areas, especially in the area of fundraising.

As a matter of stewardship, our primary efforts in requesting gifts will be directed to God's people. Christians have the primary responsibility for and interest in accomplishing the Lord's work.

We will also request gifts from those in businesses, organizations, foundations, and non-Christian individuals that support independent education, or are generally philanthropic, or, because of some identifiable relationship (e.g. employer of a parent, school vendor, grandparent, friend), may be supportive of CHFBS.

Gifts will not be requested from any individuals or entities that generate their funds through illegal or undesirable activity. Solicitation of such persons or entities may tend to endorse the underlying activity and, thereby, at least create the appearance of evil.

The Lord's work should be done in the Lord's way. We will emphasize (1) prayer, (2) faithful, general sacrificial giving by the Lord's people, and (3) regular, effective communication of what God is doing at CHFBS.

GIFT ACCEPTANCE POLICY

Purpose

This policy is established to provide uniform guidelines to the CHFBS family and the general public so as to facilitate the gift giving process. Gifts may be solicited and accepted from individuals, corporations, foundations, trusts, estates, and other donors, consistent with the mission of CHFBS. To that end, CHFBS reserves the right to reject any gift which it determines to be inconsistent with the values and purpose of the school or its affiliate school organizations. While CHFBS does not intend to stifle philanthropic creativity, the school may be unable to accept certain gifts which are overly restrictive, create a potential liability, or are deemed to be inappropriate for the school to receive.

Definition of Charitable Contribution

A charitable contribution or gift is a voluntary transfer of money or property made by a donor without expectation or receipt of an economic benefit commensurate with the gift transferred. CHFBS as it has IRS qualified section 501 (c)(3) tax-exempt status to charitable gifts as an educational organization. Gifts can be given to the ministry of CHFBC.

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Restrictions of Gifts

CHFBS will accept restricted or designated gifts only for specific programs and purposes consistent with CHFBS's stated mission. To that end, the school has established the following designated funds / programs: Eagle Annual Fund, Approved School Organizations, CHFBS Staff Benevolence Fund, General Financial Aid Scholarship Fund, and other activities approved by the Superintendent and/or Board of Trustees.

Gifts-In-Kind

All gifts-in-kind (art objects, equipment, securities, real estate, etc.) to CHFBS shall be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations disproportionate to the use of the gift. Consideration should be given to the cost of maintenance, cataloging, delivery, insurance, display, and any space requirements for exhibition or storage. The following policies shall apply to all gifts-in-kind:

Gift Appraisals

When gifts-in-kind are given to CHFBS with the intent of the donor to receive a tax deduction, it is the responsibility of the donor, not CHFBS to obtain an appraisal of the gift for tax purposes. Internal Revenue Service policy does not allow the receipting charity to become involved in the appraisal process.

IRS Form 8283

It is an IRS requirement that an individual making a property gift in excess of \$500 must file a copy of Form 8283 with the IRS. For gifts in excess of \$5,000, the donor must include a written appraisal with the filing of their return, verifying the value of the gift and a receipt of the gift (Acknowledgement) from CHFBS.

Determining the Date of a Gift

The date of any contribution may be simply defined as the date the donor irrevocably relinquishes control of the property and it is accepted by CHFBS.

Gift valuation

Donors are encouraged to seek personal tax and/or legal advice in the valuation of gifts to CHFBS.

Gift-In-Kind Acknowledgment Letters

It is CHFBS's policy to exclude the listing of a dollar value of a gift-in-kind in the receipt letter. In the case of an item donated for a benefit auction, the letter may reaffirm the

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donor's stated value for the auction listing only but this should not be taken as a statement of value.

Gifts of Computer Hardware and Software

Proposed major computer-related gifts for use by CHFBS must be in line with Board approved campus technology strategic plans.

Gifts for the Annual Auction

The donor's federal income tax charitable deduction for the donation will be limited to his/her respective basis in the donated item.

Gifts of Securities

Publicly Traded Securities

Securities that are traded on all major U.S. Exchanges and NASDAQ shall be accepted by CHFBS. Such securities may be sold immediately unless other instructions are in place. No employee or volunteer working on behalf of CHFBS may commit to a donor that a particular security will be held by CHFBS, sold through a specific broker, or traded on instruction of the donor without the approval of the Board of Trustees.

Closely Held Securities

Closely held non-publicly traded securities may be accepted and may be subsequently sold only after approval of the CHFBS Board of Trustees and the CHFBC Business Administrator.

Restricted Securities

Restricted securities (also known as unregistered securities, investment-letter stock, control stock or private placement stock) are infrequently given as gifts because of the difficulty in transferring ownership and determining fair market value. No gift of this nature will be accepted without the prior approval of the CHFBS Board of Trustees and the CHFBC Business Administrator.

Mutual Funds

Mutual funds can be accepted with the prior approval of the CHFBS Board of Trustees and the CHFBC Business Administrator and will be treated as are publicly traded securities.

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Gifts of Real Estate

No gift of real estate (residential or commercial) shall be accepted without prior approval of the CHFBS Board of Trustees and the CHFBC Business Administrator. A current appraisal by a qualified appraiser may be required.

In addition, CHFBS can not accept any real estate without: 1. A title search and title policy; 2. A marketability review; 3. An on-site evaluation by the Board of Trustees and the CHFBC Business Administrator; 4. An environmental impact study of the property to ascertain if it is subject to environmental restrictions, sanctions, toxic wastes or otherwise encumbered in such a manner to cause present or future economic liabilities for CHFBS; and 5. Conveyance by warrantee deed and Trustees deed is preferred to Quit Claim deed.

Gifts of Services

Generally, there is no charitable federal income tax deduction for a gift of service, only gifts of tangible items are generally deductible. Out-of-pocket expenditures and qualified chargeable mileage incident to performing services for a charity are generally deductible. Donors should consult their respective tax and/or legal advisors for guidance.

Items Not Qualifying as Charitable Gifts

Gifts for the benefit of specific individuals - Contributions and gifts earmarked to benefit a particular individual have typically been denied by the IRS and the U.S. courts as a tax deductible gift (Davis et ux v. U.S. (1990, S. Ct.) 65 AFTR2d 90-1051). In line with this guidance, CHFBS will not consider payments for tuition, fees, or other related student expenses as charitable gifts to the school. A gift that is made with the condition that the proceeds will be spent to benefit a named individual, although not considered as a charitable contribution, will be accepted by CHFBS, subject to the approval of the Superintendent.

Note: Gifts to designated funds (Scholarship fund, Destiny fund, Benevolence fund, etc.), solicited and controlled at the sole discretion of CHFBS, will be considered as deductible charitable gifts and acknowledged as such to the donor.

Gifts for the Benefit of the Donor

Numerous court cases have concluded that “contributions” which result in direct benefits being provided to the donor or the donor’s dependents are non-deductible for federal income tax purposes (See Section II, definition of charitable contributions). CHFBS will view with caution any gifts that are inappropriately restricted and may be unable to accept such gifts.

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Sunset Provision

Any gift accepted by CHFBS for a specific purpose as outlined in section III above or in any other circumstance relating to special gifts received shall be subject to periodic review by the CHFBS Board of Trustees for on-going relevance to the stated mission of the school and related programs. If at such review, the Board of Trustees deems that the purpose for the restricted gift no longer is applicable for the mission of the school, then such gifts may be transferred to other areas of need for the school as deemed by the Board.

Determining the Date of the Gift

The following guidelines will be used to determine the date of a gift:

Physical Delivery

If cash/check, or property is delivered to CHFBS in person, the date of delivery is the date of the gift.

U.S. Postal Service

For gifts of cash/check or securities, the postmark date on the envelope used to mail the completed gift is the date of the gift.

Other Delivery Services

For property, or cash/checks sent by means other than U.S. Postal Service (e.g., Federal Express, UPS), the gift date is the date on which the cash or property arrives at CHFBS.

Credit/ Debit Cards

Gifts are deemed complete on the day the donor's account is debited.

Personal Property

Gifts of tangible personal property, no matter how delivered, are deemed complete when they are officially accepted by CHFBS.

Real Estate

A gift of real estate is completed at a time a properly executed deed to the property is delivered by the donor to the school or the date the deed is recorded in the Office of Recorder of Deeds (or similar office) in the County in which property is located, whichever is first.

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Securities

Unlike most other gifts, gifts of securities may be completed in several ways that will directly impact the time involved to affect the transfer of ownership. This may have a critical effect if the “gift date” and the transfer of ownership straddle a fiscal year end or if there is a rapidly changing market. There are three possible ways to determine the gift date:

- The date the stock certificate is mailed (using postmark date of U.S. Postal Service only). However, note that stock certificates without an endorsement are not completed gifts. If the (unsigned) certificate and a properly executed stock power form are sent separately, the date on which the last of these documents is sent defines the gift date.
- The date the stock is transferred into a brokerage account in the name of Castle Hills First Baptist School by the donor’s agent or cooperating corporation.
- If hand delivered, the date the properly endorsed stock certificate is transferred and received by the appropriate CHFBS agent (the CHFBC Business Administrator).

Mutual Funds

Gifts of mutual funds are received on the date the funds are actually transferred to CHFBS. (Typically, these transfers require an account to be opened at the corresponding mutual fund company in order to receive the fund transfer. This may require several days to process.)

Gift Valuation

The following guidelines will be observed in valuing gifts:

1) Securities

Publicly traded securities

The value of the gift is the average market value on the date the donor relinquished control of the asset to the school. Additional detail may be found in IRS Publication 561. Neither losses nor gains realized from the sale of the securities after their receipt and net of brokerage fees associated with this transaction will affect the value of the gift.

The value of the gift of listed securities is the mean between the highest and the lowest quoted selling price of the valuation date (date of the gift). If there were no sales of the listed security on the valuation date but there were sales within a reasonable period before or after the valuation date, the value is the weighted average of the mean between the highest and lowest sales on the nearest date before and the

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nearest date after the valuation date. This average is weighted inversely by the respective number of trading days between the selling date and valuation date.

Closely Held Securities

IRS Bulletin No. 561 will be consulted in valuing this type of security. The value of unlisted closely held securities may be determined by the last sale or trade if it occurred recently. In the absence of a recent sale, an accepted authority should determine a fair market value.

Restricted Securities

Consult the current IRS rulings when valuing these securities.

Mutual Fund Shares

The fair market value of mutual fund shares can be determined by the share's public redemption price on the valuation date. In absence of a recent sale, an acceptable authority should determine a fair market value.

2) Real and Personal Property

Gifts over \$5,000 of real and personal property such as land, houses, paintings, antiques, rare books, and intangible properties will be valued at the fair market value placed on them by an independent expert appraiser. Generally, gifts made for auction purposes will be treated as any other gift-in-kind and will be valued when and as received, not when they are auctioned off for more or less than their appraised value. However, when dollar amounts are relatively small, the auction proceeds will be considered the value.

3) Charitable Remainder Trusts/Charitable Gift Annuities

Gifts irrevocably made to establish charitable remainder trusts/charitable gift annuities are generally credited at present dollar value whether the trust is administered by CHFBS or not.

4) Charitable Lead Trusts

Only the income received from the trust in the recording year is considered a gift.

5) Life Insurance

If CHFBS is both beneficiary and owner of a life insurance policy, the value of the gift is the cash surrender value of the policy when given, not the face value. If the donor pays further premiums, these payments are also considered gifts. Additionally, the difference between the cash value at the time of the gift and the insurance

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company's settlement at the time of death is not considered an additional gift but rather a gain on investment.

If CHFBS is the beneficiary, but not the owner of an insurance policy, the full amount received upon the death of the donor will be recorded as the value of the gift.

Class Fundraising Policy

Any class involved in fundraising must clear its project through the Superintendent's office. Such activities are potential sources of conflict and must be coordinated according to an overall master plan. All club and booster monies and accounts must be maintained in an activity account specifically for that purpose. No separate bank accounts may be maintained by any school organization.

There may be five annual on-campus class fundraising activities during the course of the school year. Each must be pre-approved by the Superintendent. They are to benefit the senior and junior classes toward their (1) senior class trip and (2) senior class gift. Class fundraising that falls outside those five annual on-campus activities may, with approval, take place off campus. Freshman and sophomores may organize as many off-campus fundraising activities (garage sales, car washes, etc.) as they desire and will inherit the on-campus activities when they enter their junior and senior years. The five on-campus fundraising activities are the following: (1) Senior snack shack, (2) Junior pizza sales, (3) Senior Valentine's Day sales, and (4) Senior homecoming / mums, and (5) other Superintendent approved projects.

Again, all other approved fundraisers off-campus can supplement these efforts. For example, garage sales, car washes, etc., can be advertised in the school e-newsletter. The junior class is responsible to purchase the designated inventory of the graduating senior class.

Suggested limits on class trip fundraising – The following limits are subject to change: class trip = \$950 per student maximum, Class gift = 10% of per student maximum, Meals = \$155 per student (optional – after all other categories have been raised), Total funds raised = \$1,200 per student, Class sponsors \$1,900 (based on two sponsors), \$1,000 of funds raised will be used for class reception and graduation party).

Senior Trip Policies

- The primary purpose of the Senior Trip is to provide opportunity for Christian fellowship and unity for this class of students.
- Location limited to the continental U.S. from among three choices given by Administration (Except with Administration/Board of Trustees approval for trips specifically related to missions).

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- A destination for the senior trip must be decided upon by the October 15 of the senior year. The decision will be decided by a class vote from a list of options provided by administration. Trip length not to exceed 4 days and 3 nights.
- All seniors are required to attend the Senior Trip unless academic graduation requirements have not been met or if conduct has been deemed unacceptable.
- A part of the privilege of attending the trip would include some minimum level of participation in the fundraising effort by the student. These criteria should be set in specific terms by each class and approved by the Administration. The cost shall be limited to funds raised for the basic trip, unless the student did not participate in the fundraising activities.
- Official sponsors must submit an application if they are not part of the CHFBS staff. Their lives and testimony must support a strong Christian witness and moral values. The same standards of conduct agreed to by the students must be agreed to by the sponsor (including the following areas/issues: smoking, drinking, foul language, dancing, association with night clubs or bars, music, gambling, modest dress, obedience to civil law, and other similar or related issues).
- The school Administration will designate the faculty or administration members who will serve as trip sponsors by the beginning of the class' senior year. It is the responsibility of the class to pay for the sponsors' expenses.
- Any senior who fails a class in the semester prior to Senior Trip or is failing a class the week prior to Senior Trip is ineligible to attend the Senior Trip.
- If a senior does not go on the Senior Trip – regardless of the reason – he/she will receive no refund of the money raised for the trip.
- Monies left in the senior account following Senior Trip go toward a senior gift which seniors present to the school at graduation. Any other monies will be contributed to the School Tuition Assistance Program, which is used to help with tuition for students attending CHFBS.

BENEVOLENCE FUNDS

The CHFBS Staff Benevolence Fund is established to create a source of funding for meeting some emergency or life crisis needs in the CHFBS constituency, primarily for faculty and staff. The fund's distribution is completely under control of the Superintendent and CHFBS Board of Trustees, through an appointed Benevolence Committee whose membership shall be the same as the Financial Scholarship Committee. Funds may also be dispersed by a majority vote of the Board of Trustees in a called meeting, email or telephone vote. Though the gifts to the fund may be designated, it is to be understood that the total authority and decisions relating to the fund are at the discretion of the Board of Trustees. Activity relating to the funds must be communicated in the financial reports in the next regularly scheduled meeting of the School Boards.

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