



# TRHS FOUNDATION BOARD PACKET 2022-23

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[www.TRHSFoundation.org](http://www.TRHSFoundation.org)



# TRHS FOUNDATION

## MISSION

“The TRHS Foundation is organized for educational purposes in order to advance, support, and assist in the development and growth of the students and faculty at Roosevelt High School.”

## ABOUT

The Roosevelt High School Foundation was formed in 1984. The Foundation helps to provide learning and educational opportunities to Roosevelt students and teachers, provides funds for improvements to infrastructure, and is also involved in community improvement efforts in the Roosevelt neighborhood. Funds received are allocated by the Board for various educational programs and capital improvements.

On a regular basis, the Roosevelt High School Foundation provides funds or support to the following:

- The Roosevelt Hall of Fame to honor distinguished alumni which serves as an inspiration to today’s students
- Grants for students to attend programs outside of Roosevelt that further their education experience
- Financial support for teachers to attend conferences to further their teaching skills
- Reunion support by providing alumni reunion tours of the school
- Alumni relations including maintenance of a website, Roughrider Recall and staff
- Capital Campaign support
- Grants to each year’s Senior Party, Roosevelt’s substance-free, graduation celebration

## BOARD ROLE

As a board member of the TRHS Foundation we look forward to your assistance and guidance in these areas:

- To be our ears and eyes within the Roosevelt community. We want feedback from our community, students and teachers on how the board can better Roosevelt High School and its community.
- Be an ambassador for the board. Learn, ask questions and communicate our mission and vision with those around you in your workplace, family and community.
- Assist in fundraising efforts and serve on our committees to the best of your ability.



# MEETING SCHEDULE

## Confirmed '22-23 meeting dates:

- *September '22: Exec – Friday, 9/9 ; Full Board – Monday, 9/12*
- *October '22: Exec – Wednesday,, 10/5 ; Full Board - Monday, 10/10*
- *November '22: Exec - Wednesday, 11/2; Full Board - Monday, 11/14*
- *December '22: Exec - Wednesday, 12/07; Full Board - Monday, 12/12*
- *January '23: Exec - Wednesday, 1/04; Full Board - Monday, 1/09*
- *February '23: Exec - Wednesday, 2/01; Full Board - Monday, 2/06*
- *March '23: Exec - Wednesday, 3/01; Full Board - Monday, 3/06*
- *April '23: Exec - Wednesday, 4/05; Full Board - Monday, 4/10*
- *May '23: Exec - Wednesday, 5/03; Full Board - Monday, 5/08*
- *June '23: Exec - Wednesday, 6/07; Full Board - Monday, 6/12*
- *July '23: Summer Break - No Meetings*
- *August '23: Exec - Wednesday, 8/02; Full Board - Monday, 8/07*
- *September '23: Exec - Wednesday, 9/06; Full Board - Monday, 9/11*
- *October '23: Exec - Wednesday, 10/04; Full Board - Monday, 10/09*
- *November '23: Exec - Wednesday, 11/01; Full Board - Monday, 11/06*
- *December '23: Exec - Wednesday, 12/06; Full Board - Monday, 12/11*

*\*All Full Board Meetings will be held at Roosevelt High School in the Library unless otherwise discussed. Executive Board Meeting Locations may vary.*



# EVENTS

## RIDER CUP

The Rider Cup is our annual golf outing held at Waveland Golf Course in Des Moines. It is normally held in May. This year it will be held on Friday, May 19, 2023. This outing is a 4-person best ball and we look to our board members to play in the event, volunteer, and recruit players and sponsors. As one of our signature events, the event raises \$30,000+.

## HALL OF FAME

It is a great honor that we get to induct Roosevelt Alums each year into our Hall of Fame. We are constantly taking applicants and each year the Alumni Relations committee narrows selections down. We coordinate with the TRHS staff to find a mutually agreeable date to honor these individuals. This typically aligns with the school's annual scholarship awards event in April. The board often organizes a reception for the inductees the night before at a board member's home, or local event space.

## R PARTY

The R Party is an annual gala that features dinner, entertainment by Roosevelt students, a live and silent auction, and a ton of Rider pride! The event typically raises more than \$30,000. Proceeds from the R Party provide support to the TRHS Foundation, the TRHS activities department, as well as outreach funds for all TRHS feeder elementary and middle schools.

## REUNIONS

Every summer, classes host reunions and we are excited to be a part of them. We do our part to promote their reunion on our website as well as on social media. In addition to promotion, we host a trip down memory lane at Roosevelt on Saturdays from 10 – 11 a.m. During this time, we ask board members to be available to meet and greet our alumni. The Alumni have the opportunity to walk around the school and relive those Roughrider days! This is also our opportunity to create a personal connection with our donors and tell our story of our work.



# SPECIAL REQUESTS FUNDING

TRHS Foundation is organized to celebrate the tradition and shape the future of Roosevelt High School by advancing and supporting the students, faculty, alumni and Roosevelt community. Our Special Funding Requests are specifically provided to TRHS students, staff and faculty through board approval based on need, impact and funds available.

## **Special Requests Funding Requirements & Guidelines:**

- **Scope of Projects Considered:** Applications must be for projects that further the Foundation's mission of supporting a stimulating, engaging, rigorous academic, athletic, and creative learning environment at TRHS.
- **Who May Request Funds:** Teachers, administrators, other Roosevelt employees, students, student organizations and parents.
- **Monetary Limits:** Projects can generally be for any dollar amount, but the Foundation does have limited funds and it prioritizes and awards based on need and availability of funds.
- **Post Expenditure Report:** Upon expenditure of awarded funds, the recipient must provide the Foundation with photos and a small write-up recapping the project and how funds were used and the impact of the project.
- **Application Process:** In general, the Foundation prefers applications be submitted by the 1st of each month, prior to the monthly board meeting. Once the online application is submitted, all applications will first be reviewed by a committee, which is a smaller selection of the full TRHS Foundation board. The committee may request further information from the applicant and may request the applicant to come and present to the full board. The committee presents the request to the full Foundation board at the next board meeting following receipt of a complete application.
- The board may require 30 to 45 days to consider the application.
- **Partial Award:** In some cases the Foundation may only award a partial amount of what is requested.
- **Payment Process:** If an application is approved, the Foundation may require that any invoices for services or materials related to the application be submitted directly to the Foundation for payment.
- **Coordination with other funding.** The applicant is required to submit information related to the availability of other funding sources.

# SCHOLARSHIP PROGRAM

Each year, the Foundation provides 25+ scholarships worth almost \$30,000 for graduating Roosevelt seniors! Donations to the Rider Scholarship Fund will help send Roosevelt grads to the trade program, college, university, or vocational school of their choice.

Applications for these funds are available at the beginning of each spring semester and are awarded prior to graduation. We have Named Scholarship opportunities which are generously funded by Roosevelt alumni, supporters, parents, and community members in honor of their loved ones. While the TRHS Foundation directly funds a pool of both merit and needs-based Rider Scholarships each year.



# COMMITTEES

## **Community Events + Fundraising**

The Community Events & Fundraising Committee organizes events for the entire community to support the Roosevelt Foundation's work financially, to increase awareness of the Foundation and foster community within the larger Roosevelt community.

- Rider Cup: golf outing held at Waveland Golf Course (Spring)
- R Party: social event (Fall)

## **Alumni Events + Relations**

The Alumni Events & Relations Committee organizes events to maintain relationships with and honor Roosevelt alumni.

- Hall of Fame: honoring of alumni via induction to the Roosevelt Hall of Fame. (Spring)
- Class Reunions: work with reunion chairs to host tours of Roosevelt. (Summer weekends)

## **Education + Engagement**

Financially support students, teacher and administrators with special projects or opportunities throughout the school year. The scholarship program offers over \$30,000 in scholarships

- Special Requests: educate staff of availability of funds, review applications and present recommendations to the Board. (School year)
- Scholarships: educate seniors on available funds, review applications and present recommendations to the Board. (Spring)

## **Communications + Marketing**

Ensure a professional, consistent message in all Foundation communications.

- Rider Recall: online newsletter (Monthly)
- Connect Annual Appeal: assist in the development of materials (Summer/Fall)
- Other: review Capital Campaign materials (As Needed)

## **Capital Campaign**

The *Roosevelt for Generations* Campaign is a \$3 million dollar+ project led by the foundation. In conjunction with DMPS, we have successfully rebuilt the outdoor multi-use field and surrounding grounds. Next up, we are working to create a re-imagined library/media center. Work should begin in the Spring of 2023 with completion sometime in the fall.

- Campaign Committee: works with fundraising consultants, donors, and DMPS staff to manage all aspects of the plan development and implementation.
- Campaign Finance Committee: Creates the budget, oversees the distribution of funds, and preparation of financial statements related to the Capital Campaign.

# WAYS TO GIVE

## **ANNUAL FUND**

The annual fund supports the general operations of the Foundation as well as the staff and students at Roosevelt High School. We fund projects brought to us through our Special Requests application. Through this process we provide opportunities that are not possible with Roosevelt's current state funding. Examples of our funding include mock trial competition fees, professional development for staff, updating of trophy cases throughout the school, Annual Senior Party, photography equipment for the journalism department, visiting authors and much more. To assist the Foundation and Roosevelt in closing the gap in school funding, please donate today.

## **RIDER SCHOLARSHIPS**

The Foundation provides over \$30,000 in scholarship funds each year to graduating seniors annually. These scholarship opportunities are generously funded by Roosevelt alumni, supporters, parents, and community members. These scholarships are both merit and need-based and cover a variety of student interests. "Named Scholarships" honor a special person and require a minimum annual donation of \$2,500. Many opt to support the foundation anonymously, which has no minimum donation amount. We depend on both forms of support to ensure our ability to provide these valuable gifts to graduating seniors, please donate today!

## **MEMORIAL GIFTS**

Losing a loved one is always tough, and we keep all our alumni in our thoughts. Many alumni who have passed leave a legacy by designating monetary gifts to the Foundation. If this is something your loved one has in their wishes, please reach out to the Foundation to set up a fund In Memory or In Honor of them to support our annual fund or a designated program. If you have loved ones asking how they can donate, simply fill out our online form and leave the name of the individual in the "In Memory, In Honor of or Designated Memorial Funds" section.

## **CLASS GIFTS**

Consider rallying your fellow Riders and donate on behalf of your graduating class. Class gifts provide us the ability to continue our Hall of Fame program, which honors outstanding alumni each year and provide reunion assistance, including school tours. If you have questions about how your gift can best support, please contact the Foundation or simply donate today.

## **SPONSORSHIP**

The Foundation hosts events throughout the year to raise money for our Annual Fund. Our two major events are the Rider Cup, which is a golf outing at Waveland in May of each year, and R Party, which is a fun celebration of rider pride hosted each fall. These two events are currently our biggest fundraisers and we are always looking for individuals and corporations to sponsor these events. If you are interested in sponsorship, please click on the event links below to donate or contact the Foundation.