



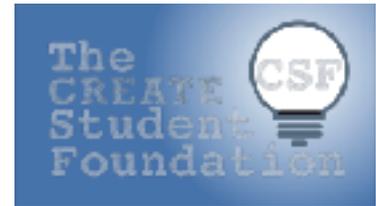
OCTOBER 28, 2020

THE CREATE STUDENT FOUNDATION



OPERATING PROCEDURES

THE CREATE STUDENT FOUNDATION



A Texas Nonprofit

**FORMED
SEPTEMBER 28, 2020**

MISSION, VISION, VALUES

Mission: Strengthening character in adolescence through entrepreneurship and mentor relationships.

Vision: Every student will have an opportunity for a mentor to guild them to maturity, giving them the tools they need to succeed in business and life.

Values

Expanding The CREATE Student Foundation's Support to New Communities

- Promoting the significance of character development
- Promoting the importance of mentorship
- Promoting the value of entrepreneurship education as a means of personal growth and development
- Fundraising from within local communities to support students needing financial assistance for entrepreneurship and character development education
- Providing free character-centered ideas that are valuable for parents and students
- Supporting programs that offering students real and challenging entrepreneurial experiences to develop their business and life skills
- Engaging community member to support The CREATE Student Foundation

Conducting Ourselves with Character

- Leading with what's right instead of needing to be right
- Challenging ourselves to learn, grow, and improve
- Celebrating successes in ourselves and others
- Behaving with honesty and integrity
- Operating with faith that giving of our time, talent, and treasure with goodwill will benefit ourselves and our community
- Maintaining professionalism with colleagues, supporters, students, parents, and the community at large.

Maintaining 501(c)(3) Status

- Accuracy and Transparency in all our financial interactions and reporting
- Upholding our Bylaws and Conflict of Interest Policy and Agreement

OPERATING PROCEDURES

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OPERATING PROCEDURES

PURPOSE

The CREATE Student Foundation (CSF) Operating Procedures are designed for the board and the staff of the CSF to have clear procedures of operation. In particular, this document refers to the working relationship between the CSF board, the CSF staff, and local or volunteer scholarship committees.

TITLES

Board Member: Members of the board are the governing body that create the policies and procedures for the CSF's operations. Board members are accountable to the CSF Bylaws, the CSF Conflict of Interest Policy and Agreement, and federal and state laws governing the actions of a nonprofit 501(c)(3). Their role is to open the doors of opportunity for effective use of The CREATE Student Foundation in local communities. They may do this through proper governance or strategic relationships that will support the CSF's mission and vision.

CSF Staff: Whether paid or unpaid (volunteer staff), the CSF staff support the mission by executing necessary administrative work.

Local Committee Member: Our committee members are members of the local community who believe in the mission and vision of The CREATE Student Foundation. Committee members fundraise for and administer scholarships to students interested in entrepreneurship and character development education.

BOARD MEMBERS

The board will have at least three necessary roles: President, Treasurer, and Secretary. The board may elect to add roles as well as board members. Board members may hold more than one role. The President, Treasurer, and Secretary roles are necessary, and descriptions of these roles are below.

Board President

- Preside over board meetings: Set the agenda, leads/facilitates discussion, call board issues to a vote, and adjourns board meetings.
- In addition, the President of the Board of Directors may:
 - Supervise staff including an executive director
 - Set goals and strategic initiatives with the executive director and assess and evaluate those goals
 - Create opportunities for the advancement of the CSF mission and vision, including fundraising or building strategic relationships

Treasurer

- Present an account for the CSF financial status at board meetings
- Review and sign the annual audit of the CSF.
- Sign the transfer report from the CSF to CREATE Clubs for scholarship funding
- In addition, the Treasurer of the Board of Directors may:
 - Offer financial and other counsel to CSF board members and staff
 - Initiate investments that qualify within the law of the CSF's 501(c)(3) status
 - Create opportunities for the advancement of the CSF mission and vision, including fundraising or building strategic relationships

Secretary

- Provide necessary communication between the directors, directors and staff, and directors and other affiliates.
- Records meeting minutes and distributes them to the board, signing the minutes for the CSF's official use.
- In addition, the Secretary of the Board of Directors may:
 - Create opportunities for the advancement of the CSF mission and vision, including fundraising or building strategic relationships

COMMITTEES

Committees are established when potential committee members recognize the need for offering student scholarships for entrepreneurship and character development education. Ambassadors for the CSF will promote the value of having a CREATE Entrepreneurship and Character Development Club in the community. Local committees will form with four or more members and are given the CSF guidebook to scholarship fundraising. The CSF guidebook to scholarships fundraising gives best practices for developing a committee, fundraising, promoting scholarship opportunities, reviewing applications, administering scholarships, and reporting to the CSF staff.

Committees will appoint a Committee Communication Chair (CCC) who will be the lead communicator with The CSF staff and student applicants.

Committees are the primary source of funding for student scholarship. The CSF aspires to develop vibrant committees in every city.

REMITTING PROCEDURE

While committees can use various methods to raise funds, we outline the avenues for remitting funds to The CREATE Student Foundation.

- Online donations go directly to The CREATE Student Foundation bank account.
- Checks shall be mailed to: The CREATE Student Foundation, 2250 Double Creed Dr. #5398, Round Rock, TX, 78683
- Cash will be converted to a money order made out to The CREATE Student Foundation and mailed to: The CREATE Student Foundation, 2250 Double Creed Dr. #5398, Round Rock, TX, 78683. Donors wanting a receipt for cash must include their name and address to their donation.
 - Mailed checks and money orders shall be accompanied by form 1023 from the local committee.
 - The CREATE Student Foundation will mail donation receipts to check and money order donors.
- The committee chair can inquire about donations received and will receive monthly notice of all donations.

SCHOLARSHIP PROCEDURE

Committee will notify the CSF Staff of the dates they plan to receive applications. Applicants will apply online through the CSF website, and CSF staff will forward the application to the committee chair. The committee chair or other designee will distribute the applications among his/her committee for review.

It is the policy of the CSF to ensure that a student will not be deterred from joining a CREATE Club based on financial need. However, we balance that open support with the desire to offer scholarships to as many students as possible.

Note: Rarely does The CREATE Student Foundation give 100% scholarships. We want students to have skin in the game and request at a minimum that students pay \$20 per month of their savings based on their financial situation. However, rules that inhibit grace when grace is required are made to be broken. Full scholarships are given at the discretion of the committee.

Funding Every Student

How to support every student's scholarship request fully:

- Raise more money
- Request additional support from the CSF general scholarship fund. Funds are raised and often matched nationally to offer extra assistance.
- It is the right of the CREATE Clubs Regional Developer, President, Executive team, creative services team, and administrative team to ensure that every student interested in joining a CREATE Clubs will have that chance.
 - To this end, they may choose to immediately relinquish a portion of the payment for a CREATE Club's student. These monies can be recouped with future fundraising. In other words, new and unaccounted for scholarship sums can repay the students "unpaid" scholarship debt as long as the student is an active CREATE Clubs member. Students awarded these scholarships must have been selected through a legitimate committee process.
 - Teachers of the curriculum are exempt from relinquishing payment and will be paid for each paying and scholarship student.

Procedure and Communication

Communication with Applicants, Committee Chairs, and CSF Staff

- After a student applies online, the CSF staff will notify the applicant of receiving their application.
- The CSF staff will forward applications to the committee chair for review.
- The committee chair will decide about scholarship and amount distribution, fill out Form 5150, and return it to the CSF staff. This will include form 5151, requesting additional funds from the CSF General Scholarship Fund.
- CSF Staff will send the committee chair a Form 5150/5151 receipt, green lighting scholarships, or requesting further information.
- The Committee will notify applicants of scholarship approval or denial and the scholarship amount by phone or email. Note: This call is essential for both the committee member and the students. The committee member receives the joy of giving scholarships, and they will encourage the student to take this opportunity seriously. A script is available in the committee guide book to scholarship fundraising.
- The CSF staff will email the student with enrollment instructions. Students will receive a scholarships code, specially designed for them, that will activate a discount in the amount of their scholarship at their time of enrollment.
- After receiving their scholarship, the committee will set a deadline for scholarship students' enrollment in a CREATE Club.
- The CSF staff will communicate the progress of student enrollment with the committee chair. The chair may help ensure that each student who received a scholarship enrolls and that money isn't left on the table.
- All reporting for scholarships must be completed by the first CREATE Club of the new semester.
- The CSF staff will send a final report to the Board Treasurer of The CREATE Student Foundation from each committee.

REPORTING PROCEDURE

Below are the reporting requirements for each local committee, found on form 7074.

- Total amount of money raised this year
- Total cost of fundraising
- Total number of students applied for scholarships
- Total cost of marketing for student scholarships
- Total number of scholarships awarded
- Total amount awarded in scholarships
 - Names and Amount of Scholarship money requested
 - Names and Amount of Scholarship money awarded
- Percent of students receiving scholarships as a portion of total students in the entrepreneurship and character development class.

Below are the reporting requirements for the board of directors to the IRS and the State of Texas.

- Form 990
- Form 1023
- Board Meeting Minutes with attached policy changes and necessary documents
- Board Committee Meeting Minutes with attached policy changes and necessary documents
- Quarterly Taxes
- Potential filing for business licenses or exemptions in some states