

**Torrey Pines High School Foundation
Academic, Athletic & VPA Booster Liaison Board
Memorandum of Agreement**

In consideration of my appointment to the Academic, Athletic or VPA Booster Board, I agree to fulfill all of the following duties and obligations for the duration of my Board service.

- **Accept the mission of the organization.**
- **Attend regularly scheduled Board meetings.**
- **Submit all parent donation request letter to the Foundation Executive Director within 14 days of parent meeting for approval.**
- **Respect the confidentiality of issues discussed at Board meetings and keep all non-public information confidential.**
- **Read the Board Handbook and adhere to policies and procedures.**
- **Participate and support in your Booster Groups activities.**
- **Support special events of the TPHS Foundation through participation, attendance, and solicitation of sponsorship and in-kind gifts.**
- **Contribute professional expertise when needed and serve as an advocate in every way possible.**
- **Be available and respond to staff and fellow Board members in a timely fashion.**
- **Respect and uphold the bylaws, mission, vision and values of the organization.**
- **Promote harmony and unity to all TPHS groups and parents.**

Liaison Signature

Booster Group

TORREY PINES HIGH SCHOOL FOUNDATION

Vision Statement

To make a positive difference in the high school experience of every Torrey Pines' student.

Mission Statement

To enhance the educational and developmental experience for all TPHS students.

Organizational Values

As a nonprofit organization that enriches the educational and developmental opportunities for all Torrey Pines High School students by raising funds and in-kind support, the Torrey Pines High School Foundation/Boosters Groups believes in:

**Our Students as the highest priority;
Inclusiveness of all our stakeholders;
Respect for diversity and pluralism;
Accountability to all of our stakeholders and the public;
Integrity, honesty and governance transparency;
Maintaining relevance by supporting School and District priorities;**

**Pursuit of Excellence in our activities and programs;
Responsible stewardship of resources; and,
Communicating openly and accurately to all stakeholders.**

CODE OF ETHICS

Mission Fulfillment – The Foundation has a clearly stated mission and purpose, approved by the Board of Directors, which is to benefit all TPHS students. We are mission-focused, and maintain our relevance by meeting priority school needs in a changing environment.

Diversity and Inclusiveness – Among our stakeholders and in our community, we advocate the values of diversity and inclusiveness and promote those values in the way we work. We attend to the dynamics of differences among all of our stakeholders knowing that multiple viewpoints, diverse backgrounds, and shared solutions are essential to effective action and outcomes and create a vital community.

Personal and Professional Integrity – All Board members, staff and volunteers of the Foundation act with honesty, integrity and openness in our work as representatives of the Foundation. We promote a working environment that values respect, fairness and honesty. We model that behavior in our work.

Responsible Stewardship – Maintaining effective governance and management, the Foundation generates adequate resources, manages resources effectively, supports and recognizes its volunteers, and appropriately compensates staff. The Foundation abides by clear conflict of interest policies and avoids abuse of power. We exercise due diligence in all program and fiscal matters including the generation, management, acceptance and allocation of funds.

Responsible Governance – The Foundation has an active and effective governing body that is responsible for articulating the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. Governance transparency is key to our operation.

Legal Compliance – The Foundation is knowledgeable of, stays current with, and complies with all applicable laws and regulations.

Openness and Disclosure – The Foundation communicates accurate and timely information to its stakeholders on a regular basis and is responsive in a timely manner to reasonable requests for information.

Quality – We strive for and achieve excellence in all aspects of our organization and in the activities and programs we support and sponsor by regularly assessing the total organization and its outcomes and impacts on a regular basis.

TORREY PINES HIGH SCHOOL FOUNDATION

LIAISON DESCRIPTION

The Torrey Pines High School Booster Group raises funds under the auspices of the Torrey Pines High School Foundation (Foundation), a nonprofit 501(c)3 organization, for the benefit of all student programs at Torrey Pines High School. The TPHS Booster Group is responsible for raising the funds needed to operate and administer the individual student programs. This is accomplished through a Booster Group Liaison who serves as facilitator between the school advisors, coaches, students, parents, school and Foundation.

The following guidelines will assist each Liaison in carrying out his/her responsibilities.

1. BUDGET

- The budget draft for the upcoming year must be completed and submitted to the Foundation office by the last day of the current school year in June.
- In May, the Foundation will provide you with information that will include the current year-to-date profit and loss statement to assist you in creating the budget.
- Discuss the budget needs with your coach, school advisor or teacher and determine expenses and anticipated revenue. The budget is not a wish list. All travel must be approved by the school administration, district and Foundation and adhere to travel policy.
- Many booster group budgets include stipends for assistant coaches, teachers, or advisors not covered by the school budget. All stipends must be paid by the school district for activities that take place during the school calendar year. These coaches, teachers or advisors must be cleared by the district prior to student contact. See 5. *Other Information*, for more information regarding Independent Contractor and payment for services.
- Estimate your revenue based upon your fundraising efforts for the upcoming year. (Consider donations to the Foundation, sale of Falcon Cards or Farmer's golf tickets, sales of clothing, tournament fees, etc.)
- Create a budget that is realistic and attainable. The Foundation office will assist you in this process.
- Each group budget is incorporated into the Foundation budget and approved by the Foundation Board of Directors at the August meeting.
- The Foundation will submit a monthly P&L statement and activity report for your review. As Liaison, you are responsible for your group's funds, not the teacher, advisor or coach. The groups activity report may include names of donors and is confidential and not to be shared with parents, teachers, advisors or coaches.

2. PARENT'S MEETINGS

The first meeting:

- Obtain a student/team roster from the teacher, advisor or athletic secretary.
- Set up a parent meeting with the cooperation of the teacher, advisor or coach and invite the designated school administrator.

- Present approved budget, summarize and equate the expenses to a per student expenditure.
- Encourage parents to fund their share of the expenses through donations and or available fundraising programs.
- Explain and emphasize “ear marking” or designating donations.
- Have black or blue pens available to write checks. The new e-deposit system rejects all other colors of ink.
- Do not refer to the per athletic expenditure as a “fee for service.”
- Help parents to understand what is deductible and what is not. For instance, the sale of Falcon Cards and golf tickets, purchase of clothing, banquet reservations, tournament fees, travel, and accommodations are not deductible contributions. Only donations are tax-deductible. No goods or services can be received in exchange for a donation. This is the law.
- Explain to parents that no student will be turned away for failing to make a donation but that participation in provided fundraising opportunities will benefit all athletes and is deeply appreciated.

Subsequent meetings:

- Evaluate the group’s performance and assess the need for additional meetings.
- Include teacher, advisor or coach in all meetings.
- Plan awards or end of season banquet with the cooperation of the varsity/junior varsity/frosh teams and teacher, advisor or coach (if applicable).

3. WORKING WITH THE TEACHER, ADVISOR OR COACH

- Determine how the teacher, advisor or coach wants you to communicate. As the primary liaison, you are the only person who should be communicating with the teacher, advisor or coach.
- Determine if the teacher, advisor or coach does or does not want to be called at home.
- Understand that the teacher, advisor or coach is responsible for determining the equipment and/or clothing needed, but that you, as liaison, are responsible for approving the purchases in accordance with the established budget.
- Understand your responsibilities and those of your teacher, advisor or coach. Be aware that you and/or your parent booster **MAY NOT** interfere with the teacher, advisor or coach’s program.
- A liaison or other parent volunteers **SHOULD NOT** expect “special privileges” for your student because you are actively volunteering with the booster group.
- The teacher, advisor or coach may have access to the **Profit and Loss** statement of the booster group but **not the Activity Report** that may contain donor names. Parent donors are not to be discussed with the teacher, advisor or coach for any reason.
- Teachers, advisors or coaches are not to accept or collect monies of any kind from students or parents. This is the policy of the San Dieguito Union High School District.
- If your group conducts an approved camp, clinic or tournament, you or a designated booster group parent must be on site to collect monies.

- Coaches may not act as a team vendor for uniforms, sprit wear or equipment as this is a conflict of interest.
- A liaison may not assume the responsibilities expected of a coach including bus scheduling or riding the bus with the team as a chaperone. A parent/liasion does not have district clearance to perform these duties.

4. RECORD KEEPING, DEPOSITS, REQUESTS FOR PAYMENT, REIMBURSEMENTS, ETC.

- Record checks and cash on separate "TPHSF Deposit Forms.
- Credit card payments may be accepted only via our website.
- Deliver forms with checks and cash to the Foundation office within five days of receipt. PLEASE *DO NOT* hold onto checks or cash.
- **Do not replace cash by writing a personal check.** This is considered "*commingling of funds*" and is against the law.
- **Never use cash collected for Booster Group to make purchases.**
- The Foundation records, deposits all money, and acknowledges donors for their tax-deductible contributions.
- Liaisons are encouraged to also thank donors.
- Request funds for expenses or reimbursement by completing a Fund Disbursement Form accompanied by the documentation receipts
- Request purchase orders, if necessary by vendor from the Foundation office.

5. INDEPENDENT CONTRACTORS/CONTRACTS

- The Foundation will only conduct business with qualified independent contractors who provide service to a booster group only if the contractor shows proof of: district background check, general liability insurance, personal medical insurance and negative tb skin test. **All of this prior to contact with any student.**
- A Booster Group may contract with a specialty coach without obtaining the above only if it is a one-time (one visit) event AND the school/district coach, teacher or advisor is present during clinic or workshop. Ex: Speed Coach or equivalent.
- All pre-approved camp, clinics and tournaments require completion of an Independent Contractors Agreement in advance of activity. This form is found on our website.
- The Foundation will not for any reason supplement the salary or stipend of a district employee for coaching, teaching or advising. All stipends must be paid by the school district for activities that take place during the school calendar year.

6. OTHER

- Read the ***Liaison Handbook*** designed to assist you in carrying out your duties as Liaison.
- Attend all Booster Board meetings.
- Be open and candid and provide input and feedback into the process.
- Ask for help if and when needed.

Torrey Pines High School is one of the finest high schools in the nation. It is a tremendous asset to the community. The trophies and banners displayed around the campus are reminders of the success and quality of all the programs at Torrey Pines. Helping to support these programs is associating yourself with quality in every sense of the word. Your willingness to work enthusiastically will produce positive results for all students.

Liaison Desc.doc 10-1-13

Section 3 Contents

TPHS & TPHS Foundation Policies

- **Administrative Fee Structure Policy**
- **Banner Advertising Policy**
- **Banquets**
- **Camp, Clinic & Tournament Policy (CCT)**
 - **Attachment I - Insurance Request**
 - **Attachment II - Independent Contractor Agreement**
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 - **Parental Consent & Release Waiver**
- **Capital Project Policy & Checklist**
- **Cash Flow/Disbursement of Funds/Ordering**
- **Conflict of Interest & Confidentiality**
- **Gifts to Staff, Banquets & Alcohol**
- **Fundraising Policy**
- **Rental Contracts – On & Off Site**
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Torrey Pines High School Foundation

Fee Structure Policy *(Approved May 13, 2013)*

Purpose:

To establish equitable funding of administrative costs. It is the policy of the Foundation to allocate its administrative costs equitably among Foundation income accounts, including groups, camps, clinics, tournaments, special events, general fund activities, and others as the Board deems appropriate. The Board may at its discretion exempt certain accounts from this allocation. Administrative costs include payroll/benefits expenses and audit expenses, and may also include other expenses as determined by the Board. The Board shall set a percentage of income fee to fund those Foundation administrative costs reasonably attributed to Foundation administration of group activities. The Board shall establish the fee annually as part of its annual budget planning for the following school year.

POLICY DESCRIPTION:

The Member Groups and Funds of the Foundation will be assessed a 10% Administrative Fee on all donation and sponsorship. Below is a listing of the general ledger income categories that will be charge 10% unless noted:

4000. Donations Temporarily Restricted

- 4008. Booster Group Appeal
- 4010. Memorial Gifts
- 4012. Hit, Serve, Lift, Throw Thons
- 4015. Business/Corp
- 4016. Business Rebate

4270. Football Special Event

- 4272. Donation portion of registration
- 4275. Sponsorship & Donation

4300. Sales & Fees Income

- 4310. Football Program Ads (5%)
- 4320. Program Ads (5%)
- 4321. Banner Advertising (5%)
- 4330. Concession (only CCT's @ 5%) all others exempt
- 4355. Promotional Items (5%)
- 4370. Camps, Clinics & Tournaments (5% - Excludes Dance, Cheer & Yearbook away camps)
- 4372. League (5%)

4420. Ticket Sales & Fees

- 4435. Special School Events (5% - exclude dance and music performances)
- 4445. Games/Sports (5%)

CAMPS, CLINICS, TOURNAMENT, SPECIAL EVENT AND ACTIVITIES POLICY

This policy will be amended only as it pertains to donations and sponsorship. The purpose is the same as explained in item one (1) above.

A. The administration fee for donations and sponsorship will be 10%.

B. All other income categories will be charged a 5% administrative fee.

C. The distributable amount of net proceeds will remain at 49% to the activity director or coach/s. Fifty-one percent (51%) of net proceeds must remain with the Booster Group, in compliance with Internal Revenue Non-Profit Standards.

Torrey Pines High School Foundation Banner Advertising Policy for Member Groups

Overview

This document contains policy for member groups of the Torrey Pines High School Foundation. It is expected that all member groups of the TPHS Foundation will follow the policy guidelines in promoting banner advertising on the Torrey Pines High School campus or home field competition venues during the League and CIF season of play.

Site Approval

The hanging of banners/signs anywhere on school site to communicate with parents, students or the general public must be approved in advance by the Principal or designee. Advertising on message boards (except for those on athletic scoreboards) shall be limited to a corporate name included in association with honoring/acknowledging student accomplishments as an individual as an individual or through membership on (a) a school team or (b) in a school organization. Advertising displayed in support of athletic events must be mounted toward the spectators and away from the extension of the campus. The message shall be on display for a limited period of time, i.e., one week, one season of the sport. The nature of the display and the length of its appearance must be approved in advance by the Principal or designee.

Content and Language

Prohibited material and content:

- Obscene, profane, sexually oriented, abusive, libelous, or slanderous
- Incite students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
- Discriminates against, attack or denigrate any group on account of sex, disability, race, color, natural origin, religious creed, age, marital status, or sexual orientation, or promote one group over another.
- Encourages the illegal use of controlled substances or promotes criminal behavior.
- Violates or infringes upon the rights of any other person.
- Products and services which are illegal.
- Reference to tobacco, alcohol beverages, intoxicants and energy drinks.
- R-rated and X-rated movies and those related to gambling.
- Materials pertaining to political parties, candidates or ballot measures.
- Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy.

Advertisements or other types of promotional messages from sponsors cannot contain photographs or identifiable images of Torrey Pines students/athletes. Violation of this policy may jeopardize the student's athletic eligibility. All advertising and promotion, as well as solicitations, must adhere to the Advertising and Promotion Policy of the San Dieguito Union High School District.

Copyright Policy

The TPHS Foundation respects the intellectual property of others, and we ask our staff and member organizations to do the same. It is best to assume that any material (graphic and text) is copyrighted unless specific permission is given to copy it. An e-mail request will usually bring a positive response to the information that you seek.

Disclaimer of Liability

By utilizing this advertising opportunity, you assume full responsibility for any loss, damage, or liability resulting there from, including, but not limited to the use of any materials or information on the banner. You hereby acknowledge that any reliance upon any materials contained on the banner shall be at your own sole risk. This TPHSF reserves the right, at its sole discretion and without any obligation, to make improvements to, or correct any error or omission in any portion of the materials. The TPHSF has the right to include or exclude material for the banner based on its content. Reference to any special commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the TPHS Foundation or its member groups.

Required Elements for all Signage

- Must contain business name and or logo.
- Banner will be made from nylon-reinforced vinyl and shall be constructed with grommets for attachment through the use of zip ties.
- Signage size for stadium and fields will be limited to 4' height X 8' width.
- Signage size for gymnasium will be limited to 3' height X 8' width.
- Will be cardinal and gold in color printed on a white background.

Pricing

Signage pricing shall be determined by each member group based upon a price per sports season or specific tournament. Sports seasons are fall, winter and spring. Each members group will set the price of their signage within reason. Price will include the banner production and installation (if any).

BOOSTER GROUP BANQUETS

General

- The end of the season banquet should be planned with the cooperation of Coach/Advisor in agreement with the groups approved budget. Your liaison will let you know what you can spend.
- Groups may choose to hold their banquet off campus at a country club, hotel, restaurant or on the school campus. All take advance planning and communication.
- Most groups provide the cost of the meal for student team members and always the coaches/advisors. Parents/family members should always be invited to attend and are expected to pay for the cost of their meals.
- Give clear instruction to student and parents, place location, dress, cost, check payable information. It's best to create an invitation/flyer that is given to student by coach/advisor and can be emailed to parents.
- Awards for students are the responsibility of the coach/advisor.

Banquet Location

1. If the banquet you are planning will be held off campus, forward contract to Foundation for approval and signature. The SDHUSD liability insurance covers sports banquets. Deposits to reserve a location will be paid by the Foundation according to the contract.
2. **It's never okay to serve alcohol at the student banquet. This includes no-host bars.**
3. On campus banquets require that you reserve the area on campus with the Athletic Secretary, (858) 755-0125 x 2226.

Collecting Money

1. All checks are to be made payable to TPHSF. Never deposit cash or checks to your personal account, even if an attendee mistakenly writes a check you. Endorse the check and include with others.
2. Use the **TPHSF Deposit Form** to record the checks and cash received for the banquet. Never replace cash with a personal check. Do not use collected cash to pay any expenses of the banquet.
3. Follow the instructions on the form, print and deliver to the Foundation office within 5 days after the banquet.

Coach/Advisor Gifts

1. A coach/advisor gift may not exceed \$100. A gift or gift card may be purchased.
2. District and CIF policy prohibit coaches from accepting checks or cash.

Reimbursement for Banquet Expenses

1. Complete a Fund Disbursement Form. Forms can be found on the Foundation Website under the liaison tab.
2. Have the group liaison approve your reimbursements by signing as the “individual authorized” on the form. (coaches/advisors are not authorized to approve expenses)
3. Itemized paid receipts must accompany the Disbursement Form.
4. Disbursement check/s will be issued within seven days of request.

All procedures are in compliance with standard business practices for documenting incoming and outgoing monies, and to provide adequate records for audit preparation. **Thank you for your cooperation!**

**TORREY PINES HIGH SCHOOL FOUNDATION
POLICY AND GUIDELINES FOR CAMPS, CLINIC, TOURNAMENTS, LEAGUE AND SPECIAL
EVENTS**

The purpose of all camps, clinics, tournaments and special events (hereafter referred to as “activity” and “activities”) operating under the name of the Torrey Pines High School Foundation (hereafter referred to as “Foundation”) is to help support the operating budget for the respective Foundation member athletic booster groups. This policy may include activities that are not school or district sponsored and outside of the regular CIF schedule/season for a particular sport.

1. The Booster Group benefiting from the activity will be responsible for all expenses incurred relevant to the activity, including but not limited to, liability insurance, facility rental, custodial fees, referees, equipment, clothing, invitations/flyers, awards or any other direct expense of the activity. The Foundation bookkeeper is responsible for directly paying all expenses from gross income generated from the activity.
2. A 5% administrative fee will be assessed on the gross proceeds of the activity. This fee is to be considered a direct expense of the activity. The net profit is established only after all expenses mentioned in #1 above and the 5% administration fee has been paid. Fifty-one percent of the net proceeds must benefit the sponsoring booster group activity.
3. Stipends may be paid to a TPHS varsity coach and other TPHS coaches assisting the varsity coach with the activity. The varsity coach is responsible for overseeing and acting as the activity director. The combined total of all stipends may not exceed 49 percent (49%) of the net profit. (As addressed in #2 above). It is not the intent that any one person profit from these activities.
4. Stipends will be paid upon completion of the activity, and upon receipt of a Fund Disbursement Request form fully completed and executed by the designated parent liaison. There will be -no exceptions.
5. All activities must have parent volunteers who will be responsible for coordinating the activity and collecting monies.
6. All Torrey Pines coaches responsible for conducting the activity for the period June 10 (or last school day of the year) through June 10 of the following school year, must present their calendars for the activity to the Foundation office no later than May 31 to obtain special athletic event insurance. These calendars must be submitted in conjunction with booster group’s proposed budget for next fiscal year.

The specific information needed for insurance includes but may not be limited to: Name of activity, name and phone number of coach, # of coaches, # of participants, ages of participants, duration of activity – day, week, month (Attachment I)

7. All coaches and non-student assistants working directly with student athletes must comply with the Torrey Pines High School Foundation Independent Contractor Agreement. (Attachment II)
8. In accordance with TPHS Foundation policies, **contracts** with vendors, sponsors or any outside groups must be signed by a Foundation staff member. Neither parents nor coaches/staff members are authorized to bind the Foundation in contractual agreements.
9. A camp, clinic or tournament is defined as a short term activity not to exceed 5 days in a session; no more than 4 sessions per year. This rule does not apply to out of season leagues consisting of TPHS student athletes.

Approved by the Board of Directors at a regularly scheduled Board Meeting March 17, 2015

ATTACHMENT I

TORREY PINES HIGH SCHOOL FOUNDATION

CAMP, CLINIC AND TOURNAMENT INSURANCE REQUEST

To ensure that you, your students, and volunteers are adequately insured for participation in the camps, clinics and tournaments that you have planned for the upcoming year, please fill out the form below and return it to the Foundation office.

Camps, clinics and tournaments may not be conducted without proper liability and medical insurance.

If you are planning more than one camp, clinic or tournament, photocopy this form and complete one form for each activity.

If you plan to use Torrey Pines High School or other SDUHSD facilities/fields you should be aware of the established SDUHSD facility usage fee schedule.

CIF Sports:

If you have any questions regarding your group's activity and your sports season of play, please the Athletic Director (755-0125 ext 2226) for clarification. All camps, clinics and tournaments should have the prior approval of the Athletic Director.

CAMP/CLINIC/TOURNAMENT _____

START DATE (S) _____ END DATE (S) _____

NUMBER OF DAYS _____ TIME (S) _____

LOCATION (S)

1. _____

2. _____

PARTICIPANT AGES _____ EXPECTED NUMBER OF PARTICPANTS _____

NUMBER OF COACHES _____ NUMBER OF VOLUNTEERS _____

ANTICIPATED NUMBER OF SPECTATORS _____

CONTACT _____

PHONE _____

E-MAIL _____

**RETURN COMPLETED FORM TO FOUNDATION OFFICE – ADMIN BUILDING OR
MAIL TO 3710 DEL MAR HEIGHTS ROAD, SAN DIEGO, CA 92130**

ATTACHMENT II

**TORREY PINES HIGH SCHOOL FOUNDATION
INDEPENDENT CONTRACTOR AGREEMENT**

This Agreement is entered into on this _____ day of _____, by and between

_____, an independent contractor, and the Torrey Pines High School Foundation.

Terms of the Agreement

Prior to contact with student/athlete contractor agrees to:

- Submit a list of at least three references upon request.
- Be fingerprinted at the San Dieguito Union High School District.
- Show proof of First Aid and CPR training
- Show proof of current TB test
- Perform service in accordance with the *Code of Conduct* as identified below. Please note: Failure to comply with the *Code of Conduct* is grounds for immediate termination of this agreement.
- Show proof of personal liability.
- Show proof of automobile insurance if transporting students.
- Complete IRS Form W9 for TPHSF records (available in Foundation office).
- Submit a complete invoice for services at completion of the service.

Torrey Pines High School Foundation agrees to:

- Pay contractor according to previously agreed upon fee for services (outlined below) within one week of receipt of invoice.
- Complete IRS Form 1099 if the contract for the calendar year exceeds \$600.

CODE OF CONDUCT

When performing services for Torrey Pines High School and Foundation, either on or off campus, the contractor will not:

1. Use racially derogatory language.
2. Use inappropriate or vulgar language.
3. Use sexual nuances, actions or language.
4. Use alcohol, tobacco, or any other substance in presence of students
5. Make sexual advances to any student.
6. Jeopardize a student's health and/or wellbeing. *For example:* A coach will not put an injured student into a game against the advice of the trainer.

The contractor will, at all times:

1. Dress appropriately.
2. Treat each player equally and with respect.
3. Put the student's safety before winning.
4. Effectively communicate with TPHS athletic director and booster group liaison
5. Represent self, Torrey Pines High School and Foundation beyond reproach.

Either party may terminate this agreement at any time; the service provided from the last billing period to the time of the agreement's termination will be billed to, and paid by, Torrey Pines High School Foundation.

Service to be performed _____

Length of service to be performed _____
Dates beginning and ending

Fee for service \$ _____, to be paid at the completion of

contract.

INDEPENDENT CONTRACTOR AGREEMENT

Limitation of Liability: The TPHS Foundation disclaims any and all liability for any harm, loss, or damages suffered by any student, parent, coach by any student, parent, coach, administrator, parent group liaison, booster group, or other third party, by reason of, or caused by, or related to, the failure to screen, properly hire, manage or supervise any person, employees, or agents of any Club Sport, including but not limited to, coaches, assistance coaches, parents, parent liaisons, or booster groups

I certify that I have read, and that I am agreement with, the terms as outlined above.

Name _____ Phone _____

Social Security # _____

| | | |
|---------|------|-----|
| Address | City | Zip |
|---------|------|-----|

Signed by: _____

| | |
|------------|-----------------------|
| Contractor | Booster Group liaison |
|------------|-----------------------|

Signed by _____

| | |
|------------------------------------|-------|
| Authorized Representative of TPHSF | Title |
|------------------------------------|-------|

ATTACHMENTS:

- Completed IRS Form W9

Copy of:

- Proof of professional accreditation
- Proof of general liability insurance

FUNDRAISING POLICY

The Torrey Pines high School Foundation is dedicated to consolidating and strengthening the fundraising efforts of all of its member organizations:

The Foundation works to support the budget needs of its member organizations as submitted to the Foundation. It is the policy of the Foundation to have member fundraising activities accomplished through the fundraising avenues provided:

1. Parent/individual direct email appeals
2. Business/corporate appeals
3. Special events or activities (e.g. dinner/auction, Classroom Grant Night, Hit-Lift-Shot-a-thon, auction/golf tournament)
4. Falcon Card sales
5. Farmers Open golf tickets sales
6. Opportunity drawings
7. Promotional item sales (i.e. stadium blankets, chairs & cushions etc.,)
8. Program advertising sales
9. Planned Giving (Wills, Bequests, Trusts)
10. Endowment Fund

The Falcon Card is the only fundraising vehicle, which may be sold door-to-door to family and acquaintances, not strangers. Approval must be obtained from businesses prior to selling Falcon Cards on or in front of the business property. Such sales will be carried out in accordance with the business owners' direction.

Members of the TPHS community are encouraged to propose significant fundraising event ideas to the Board of Directors of the Foundation. Proposals will be reviewed by a sub-committee of the Executive Committee of the Foundation and presented to the Board for approval.

The Foundation recognizes that member organizations sponsoring an event shall approve the means of participation by other Foundation member groups. If other groups are allowed to participate, all shall be accorded equal access to fundraising vehicles.

The Foundation further recognizes that all school or student sponsored events are under the auspices of the Associated Student Body (ASB). All parent-sponsored events are under the auspices of the Foundation. Ongoing cooperation and mutual support between the Foundation and ASB will always be in the best interest of all Torrey Pines High School students.

The Torrey Pines High School Foundation believes that optimum results and positive community relations occur when all member/participants comply with the Foundation Fundraising Policy.

Torrey Pines High School *in conjunction with*
Torrey Pines High School Foundation

Procedure for the Approval for Capital Projects

A capital improvement project is one in which buildings or grounds at TPHS are altered or modified in any way.

Purpose of the process:

TPHS: To ensure that the project meets capital needs and plans of the San Dieguito Union High School District and Torrey Pines High School.

TPHSF: To ensure a coordinated fundraising effort that is not in conflict with other major fundraising efforts.

Step 1: Parent Group Liaison and TPHS staff representative will meet with Principal to present a proposal for a specific capital improvement. A sketch and detailed information outlining the improvement must be provided at the time of this meeting.

Step 2. Proposal will be forwarded to the District Director of Maintenance Operations (DOMO), who will review the proposal and forward it to district architects if appropriate. Upon approval, District DOMO will notify Principal. Principal will notify TPHS staff representative and parent group liaison of the approval.

If approved at the district level, the TPHS staff and parent group liaison will request to make a presentation to the Athletic Booster Board (if applicable) and to the Foundation Board of Directors (in that order) to obtain support of the capital campaign for the project.

Step 3. If necessary, the proposal will be sent to the Department of State Architects for further review. District DOMO will determine this step.

Step 4. District DOMO will meet with Principal to review the proposal to determine if any modifications are needed.

Step 5. Principal will notify the TPHS staff representative and parent group liaison if the project has or has not been approved.

Step 6. After final approval has been obtained, Principal will notify the Foundation office.

Step 7. The Foundation may support the fund raising efforts by helping to:

- Create a fundraising plan
- Identify prospects
- Create a presentation packet which could include a solicitation request letter, donation/pledge agreement, photos of existing and proposed track, stats on usage, and other pertinent information
- Identify potential donor benefits in keeping with District approved criteria and Foundation donor recognition programs
- Acknowledge donors in a written letter
- Manage funds in accordance with standard business practice

Torrey Pines High School *in conjunction with*
Torrey Pines High School Foundation

Sign off sheet for steps to the attached procedures for Capital Projects

All capital improvements must be approved at the TPHS Administration and SDUHS District levels before any fundraising can be done. Improvements become the property and responsibility of the District. District policies states that all projects over \$15,000 are subject to competitive bidding procedures. Please read the attached procedure carefully and follow the steps as indicated. Each step must be signed before moving on to the next.

| | | Date |
|----------------|--|-------------|
| Step 1. | _____ Principal | _____ |
| | _____ Assistant Principal of Facilities | _____ |
| | _____ TPHSF Executive Director | _____ |
| | _____ TPHS Staff (department representative) | _____ |
| | _____ Parent Group Liaison | _____ |
| Step 2. | _____ District Director of Maintenance Operations (DOMO) | _____ |
| | _____ Principal | _____ |
| | _____ Assistant Principal of Facilities | _____ |
| | _____ Executive Director, TPHS Foundation Board | _____ |
| Step 3. | _____ Department of State Architects (if required) | _____ |
| | _____ District DOMO | _____ |
| Step 4. | _____ District DOMO | _____ |
| | _____ Principal | _____ |
| Step 5. | _____ Principal | _____ |
| | _____ TPHS Staff (department representative) | _____ |
| | _____ Parent Group Liaison | _____ |
| Step 6. | _____ Principal | _____ |
| | _____ Executive Director, TPHS Foundation | _____ |
| Step 7. | _____ Executive Director, TPHS Foundation | _____ |

5-21-01: *This procedure was agreed upon by the TPHS Administration and the TPHS Foundation Executive Board of Directors. Each step in this process is to be initialed and dated by the appropriate person. Contracts will be signed after all monies for the project have been raised.*

PROCEDURES FOR CASH FLOW AND DISBURSEMENTS

I. Receipt and Management of Money

1. The Foundation is responsible for collecting, depositing and maintaining accurate records of all monies received from fundraising efforts on behalf of the Torrey Pines High School.
2. Money is received into the Foundation through individual and corporate contributions, grant awards, special events, sale of program advertisements, Falcon Cards, golf tickets, reservations, tournament and clinic fees, and the sale of goods (clothing, baked goods, equipment, promotional items etc.).
3. Monies may be collected by the Booster Group Liaison or sent to the 3710 Del Mar Heights Road, San Diego, CA 92130 or delivered in person to the Foundation office located at Torrey Pines High School in the Administration Building.
4. Money collected by Liaison is to be delivered to the Foundation Office within **five (5) days of receipt**. All cash and/or checks must be accompanied by the completed "Deposit Form" (see attached sample forms) to identify the source of income (donor) and designation (sale of clothing, camps & clinics, advertisement sales, Falcon Cards, and donation).
5. When collecting cash for any reason, there must be at least two members of the appropriate event committee or Booster Group present at all times to count and sign off on the total cash received. The "Record of Cash Deposit" (see backside of Deposit Form) must be completed and submitted to the Foundation Office. *Members must not replace cash with personal checks (i.e. "buy cash"). This is considered co-mingling of funds and is not approved as a good business practice.* The "Deposit Form" and "Records of Cash Deposit" are available in excel format with formulas built in and will be emailed to you.
6. Upon receipt of cash or check, the Foundation will process as follows:
 - prepare e-deposit by scanning checks or deposit in local bank branch
 - enter information into the accounting program
 - acknowledgment donations over \$20 with a thank you and letter for tax purposes

II. Disbursement of Funds

1. To requisition group funds, complete a Fund Disbursement Form (See attached sample forms) accompanied by appropriate documentation for request and deliver to the Foundation Office:
 - ◆ Information on the form must be complete, signed by the individual authorized (coaches are not authorized to approve expenses) to make the request and dated;
 - ◆ Paid receipts or written estimate from vendor, or completed tournament/seminar form must accompany disbursement form;
 - ◆ Forms without this information will be returned;
 - ◆ Disbursements will be issued within seven days of request;
 - ◆ Group fund account balance must be sufficient to cover the amount requested.
2. The Executive Director will approve disbursements in accordance with the guidelines established by the Board of Directors. Any question about requested fund will be submitted to the Executive Board of Directors for clarification and approval.

3. The Foundation will prepare the checks for signing by one or more Executive Members of the Board of Directors.
4. This procedure is in compliance with standard business practices for documenting incoming and outgoing monies, donor designation, and to provide adequate records for audit preparation.

ORDERING AND PURCHASING EQUIPMENT, SUPPLIES OR UNIFORMS

Our general liability and directors and officers insurance carrier requires the Foundation to verify the legitimacy of all vendors. Vendors must be in good standing and registered in the California Secretary of State Business Portal. Please call to verify if a potential vendor is on the approved TPHS vendor list prior to placing orders. Coaches or parents may not act as a team vendor, as this is a conflict of interest.

Some vendors require purchase orders when placing an order. To request a purchase order to be mailed or to receive a purchase order number, call the Foundation Office with the following information:

- ◆ Name, address, and phone number of the vendor
- ◆ A general description of the purchase
- ◆ Approximate price including tax and shipping

Please note: Before ordering any merchandise, check your fund balance to ensure you have sufficient funds to cover the purchase. Liaisons are responsible for approving all purchases and purchase orders. Coaches must have liaison's authorization before an order will be submitted.

SALES TAX

The Foundation is not exempt from paying sales tax and does not have a resale tax number. All groups are liable for sales tax on goods and services that apply. When ordering merchandise, you must inform the vendor to charge tax. If a vendor does not charge tax, groups are still obligated to pay. There are no exceptions.

PROCEDURES FOR RETURNED CHECKS

When a check is returned for *non-sufficient funds* (NSF) the Foundation office will be responsible for the following:

1. The booster group(s) for which the check was written will be notified *immediately*.
2. The fund account (Booster Group fund) will be charged back for the amount of check and the bank charges, if any.
3. A *notice* of the NSF check, a \$25.00 administrative fee plus the bank charges will be included in an invoice to the individual issuing the NSF check.
4. If payment is not received within 10 days, telephone contact is made.
5. If payment is not received within 30 days:
 - Sender's name will appear on a return checklist which will be distributed to all boosters groups;
 - All future funds must be made in cash, money order or cashiers check;
6. Upon receipt of payment, the booster group will be notified immediately and the funds credited to their fund account.

Note: All fees will be deducted from the collected funds, even if they are not included with the replacement cash, money order or cashiers check.

TORREY PINES HIGH SCHOOL FOUNDATION CONFLICT OF INTEREST POLICY

AVOIDING POTENTIAL CONFLICTS

In order to avoid situations, which potentially give rise to a conflict of interest, members of Torrey Pines High School Foundation (TPHSF) Board of Directors and/or its management staff shall not engage in any of the following activities:

- Use their position as a director or officer, or any knowledge or information obtained there from, for personal gain.
- Own any material financial interest either directly (whether as a shareholder, member, partner or sole proprietor) or indirectly (whether through an immediate family member, trust or other arrangement) in any entity, which supplies goods or services to TPHSF. A “material financial interest” in an entity is a financial interest of any kind, which, in view of the circumstances, is substantial enough that it would, or reasonably could, affect an officer or member of the Board of Directors judgment with respect to transactions to which the entity is a party.
- Engage in any other activity, or take any other action not enumerated herein where the personal interests of the director or management staff may compete or conflict with the interest of TPHSF.

Any exceptions to the above must be authorized by a prior, written resolution of the TPHSF Board of Directors following full disclosure by the affected board member(s) or of management.

While it is acknowledged that some of the business information of TPHSF may be public, it is the intent of this policy that the timing and breadth of the dissemination of that information to the public, if it occurs at all, most often lags awareness by TPHSF Board of Directors and/or its management. Therefore, because TPHSF Board of Directors or management member could obtain a benefit not available to the general public, a transaction involving that information would be considered a conflict of interest.

RESPONSIBILITY AND ACTION

General – TPHSF is committed to report and take appropriate action on all matters where there is a determined, perceived or potential conflict of interest. Transactions and/or relationships that are by definition conflicts and those that may be vulnerable to public perception of a conflict of interest are to be deemed reportable.

It is the duty of each director, officer, or member of the management of TPHSF to disclose to the Board of Directors any incident he/she believes to be a conflict of interest prior to a Board action on a contract or transaction involving a conflict of interest. A person who is deemed by the Board to have a personal conflict of interest with respect to a contract or transaction that will be voted on at a meeting may not vote on the item.

Vice President of Finance - The VP of Finance shall at a minimum annually provide all members of the TPHSF Board of Directors and management personnel, a copy of TPHSF's Conflict of Interest Policy Statement. All members of TPHSF's Board of Directors and management shall provide a written acknowledgement of the receipt of the policy within thirty (30) days, a copy of which shall be maintained in the Executive Director's Office.

The VP of Finance may solicit the assistance of the President to review and help determine whether the reported accusations qualify as a conflict of interest. The VP of Finance shall ensure that a written record is maintained of all the proceedings relative to a possible or actual conflict of interest commencing from the initial disclosure.

TPHSF Board of Directors - The TPHSF Board of Directors is authorized to take whatever action it deems appropriate in its sole discretion to resolve potential or actual conflicts of interest, to resolve appearances of impropriety, and to address intentional or unintentional violations of this policy including, but not limited to the following procedures:

- Prohibiting the affected director or management from participating in any discussions or decisions of TPHSF involving the conflict of interest;
- Modifying or redefining the duties and responsibilities of the affected director or management; or
- Requiring the resignation of the affected director or management.

EFFECTIVE DATE

This policy shall become effective upon its adoption and will apply to all current and future directors and management employees. No activity, action or state of affairs of any director or management personnel in existence at the time this policy is adopted shall be considered exempt from or "grandfathered" by this policy.

REPORTS

Reports of any conflicts of interest shall be submitted to the VP of Finance and forwarded to Executive Committee.

In the event that there are no conflicts of interest, the VP of Finance shall annually report to the above named individual that there were no conflicts of interest for the calendar year just ended. Reporting of conflicts of interest (including identified, potential or perceived) is to be done on an as-occurring basis and is to include a management plan for handling the conflict.

TORREY PINES HIGH SCHOOL FOUNDATION
CONFIDENTIALITY AGREEMENT

I hereby affirm my commitment to keep and protect the confidentiality of all confidential matters disclosed to me by the Torrey Pines High School Foundation (TPHSF), as a Board member or as a participant in Board meetings. Accordingly, I hereby agree not to disclose without the TPHSF's prior written consent, to any person who is not a Board member, any confidential information relating to TPHSF, including, but not limited to the following information:

1. Contents of any financial information, memoranda, business plans, investigative reports, interviews, questionnaires or other written materials which are not generally know to the general public;
2. Personal information related to any of our donors;
3. Comments or opinions of any Board member;
4. The vote or failure to vote of any Board member;
5. Any matter arising out of or in connection with the candidacy of any person under consideration for the Board; or,
6. Any matter concerning a personnel or employee issue.

I also understand and agree that the confidential information concerning TPHSF may be used by the undersigned only in connection with the discharge of my duties as a member of the Board of Directors of TPHSF. Furthermore, I agree to refrain in all instances from directly or indirectly attempting to realize unauthorized economic or commercial benefits from such confidential information or to attempt to utilize all of any portion of the confidential information to circumvent or hinder any business plan or opportunity of TPHSF. My confidentiality, obligations and agreements contained herein will survive the termination of my tenure as a member of the Board of Directors of TPHSF.

I understand and agree that my unauthorized disclosure or confidential information and/or my violation of any other covenant contained herein may constitute grounds for my removal from the Board of Directors. Furthermore, in the event that I receive a request from any person to disclose any confidential information, I will immediately forward such request to the Director of Operations of TPHSF and/or the President of the Board of Directors of TPHSF for appropriate action.

San Dieguito Union High School District

(District Guidelines for School-Connected Organizations page 11)

Personal Gifts to Staff

The Board discourages students and parents from giving gifts to staff members and instead encourages them to write personal notes of appreciation.

No district employee or member of the Board of Trustees may accept personal gifts, commissions, or expense-paid trips from any individual OR company selling equipment, materials, or services required for the operation of District programs unless the item is a promotional or advertising item which is offered free to all potential buyers.

District Contacts:

Principal

Superintendent

Board Policy/Administrative regulation reference:

1313 Gifts to school Personnel

3290 Gifts, Grants, Bequests

5133 Gifts to School Personnel

CIF Bylaw

ARTICLE 8

Alcohol Policy

Use of Alcohol, Tobacco, and Illegal Drugs:

By CIF and the SDUHSD signed Code of Conduct, students are prohibited from using any form of alcohol, tobacco, illegal drugs, steroids, and performance enhancing drugs while attending a school activity or event.

The SDUHSD prohibits the use or presence of alcohol at meetings, gatherings, banquets or any function where students are present. All student activities must be 100% alcohol free for all participants. Obviously, students should not be allowed to drink at a team event, but this policy applies to the adults present as well.

CONTRACTS FOR OFF-SITE FACILITY RENTAL

Due to lack of facilities it may be necessary to rent a facility to meet the banquet, special event, practice, and competition or performance needs of the group activities. Contact the Foundation office to ensure that your group activity has been approved and the proper liability insurance is obtained. Please do this at least sixty (60) days prior to the event or activity.

A contract with the facility may be negotiated by the teacher, advisor, coach or booster liaison by the following process below.

1. Negotiate the contract and include the following information:

- The Torrey Pines High School Foundation, 3710 Del Mar Heights Road, San Diego, CA 92130 as the lessee.
- Include in the area of lessee's name, the booster group name and liaison contact information.
- The total fee for usage to be paid to the lessor.
- Lessor's name, complete address, phone and fax number of lessor.
- Remittance address for lessor if different than above.

2. Mail or deliver completed **unsigned** contract to the Foundation office.

3. The Foundation will arrange for liability insurance and send deposit/payment for rental fees.

RESERVING TPHS SITE LOCATIONS

Contact the Foundation office to ensure that your group activity has been approved and the proper liability insurance is obtained. Please do this at least sixty (60) days prior to the event or activity.

- Call the Athletic Secretary to reserve the facility (858) 755-0125 extension 2226.
- Complete a Facility Use Application form.
- Depending on the activity, there may be a rental fee assessed. If so, the Foundation will be billed, and the charge will be deducted from your booster group fund.

TORREY PINES HIGH SCHOOL FOUNDATION
TRAVEL POLICY
(For District Approved Trips)
In Consideration with the SDUHSD Guidelines & Policies

APPROVAL PROCESS

Off campus day trip

Teachers/staff make a request in writing, using the Field Trip Request form, to the principal at least one month in advance to trip date. Describe the purpose of the trip and its relation to the booster group's main activity. A copy of the request must also be submitted to the Foundation to verify any financial obligation.

Out of county trip

Require approval of above and the Superintendent.

Overnight/Out of state or country trip

Require approval of above and also must be agendaized and approved by the SDUHSD Board of Trustees at a Board meeting and above (1 & 2) at least ninety (90) days prior to trip.

Out of Season/Out of School Trips

Require special approval from the TPHS Foundation Executive Director as it may require additional insurance arrangements.

REQUIRED STUDENT, STAFF & CHAPERONE DOCUMENTATION

1. District Field Trip Permission Slip & Foundation Waiver
2. Proof of Health Insurance
3. Emergency Contact

CHAPERONE REQUIREMENTS

1. At least 1 (one) member of the SDUHSD certified staff member or SDUHSD cleared TPHS Foundation Independent Contractor and the appropriate number of chaperones shall accompany students on all trips (see below).

| Type of Trip | Number of Students | Required Chaperones |
|---------------------|---------------------------|--|
| Day Trip | 1 to 20 students | 1 staff member |
| Over night Trip | 1 to 10 students | 1 staff member of the same sex as students |

2. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
3. Staff and chaperones shall assume responsibility for their prescribed student groups proper conduct.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
6. Chaperones will stay in the same hotel when accompanying students on overnight trips.
7. While conducting a trip, the staff person shall have a first aid kit in his/her possession and immediately available. The first aid kit shall contain medically accepted snakebite remedies.

FUNDING

1. Trip funding (deposits or reimbursements) will not be released without above approvals completed in a timely fashion.
2. Trip funding needs must be met 30 days prior for out of state travel and 60 days prior for out of country travel. Failure to do so will result in trip cancellation at no loss to the SDUHSD or TPHS Foundation.
3. Foundation funding applies to staff, authorized chaperones and students only.
4. A preliminary budget is required with the Field Trip Request form.
5. Student permission and waiver forms must be completed 10 days prior to trip or they will not be allowed to participate.

PARTICIPATION

1. No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds.
2. The Principal may exclude any student whose presence on the trip would pose a safety or disciplinary risk.
3. Failure to follow District Conduct Policies may result in student dismissal at their parent/guardians expense.
4. Students and chaperones must have valid health or student insurance or both while participating in any excursion.

Torrey Pines High School Foundation Website Guidelines for Member Groups

Overview

This document contains web site guidelines for member groups of the Torrey Pines High School Foundation. It is expected that all member groups of the TPHS Foundation will follow these guidelines in developing, using and maintaining their web sites.

Identification of Roles and Responsibilities

There are a number of tasks that are involved in building and maintaining a web site. These roles and responsibilities can be performed by one person or by multiple people. Each TPHS Foundation member group that has a web site is expected to identify those individuals who will assume responsibility for various tasks involving the web site including:

- Site Management – acts as primary contact person for the site and ensures compliance with Foundation web policy guidelines, assumes responsibility for accuracy of content, ensures there is a way for users to contact them with questions about content
- Development and Maintenance – builds and maintains the site including conversion of content to web format, creation or conversion of graphics and images. Makes updates to pages. Ensures that site structure meets user needs.

-

Required Elements

The following elements should be included on any TPHS Foundation related web site main page.

- Title tag and page title (header). If this information is not included, the search engine will not be able to index your page properly.
- Identification of affiliation with TPHS Foundation
- Link to the TPHS Foundation home page
- "Last updated:(date)" (if the information is of a time-sensitive nature). Also recommended: "next scheduled update:" It is expected that web sites will be updated on a timely basis.
- Contact information or a link to a feedback form. A form is preferred because if a person is not on his or her own computer, the e-mail program may not be configured properly. A form will work regardless of how the e-mail software is configured. If you choose to use a "mailto" link instead of a feedback form, make sure that you show the e-mail address so that people can write it down or print it and use it later. Example: "Comments may be sent to _____."

Usability

Web site usability refers to how easy it is for people to use your web site. Usability includes interoperability, navigability and accessibility.

Interoperability

HTML pages can look very different in various situations because people will be using different:

- platforms (computer types)
- browser software (various versions of Netscape, Internet Explorer, or other browsers)
- settings (screen color settings, font size, etc.)

Test your web site in many computing environments. One way to do this is to identify a group of people on various platforms and configurations that can help you test your site iteratively as you develop. At the very minimum, test with the common browsers used on Windows and Macintosh platforms (and UNIX if possible).

Navigability

The first step in navigation is making sure users can get to your site. If you are redesigning a site or moving pages around, make sure you create redirects to point users from your old site/page to your new one.

The larger a web site gets, the more confusing it is to a user. If people can find their way around your site, it is navigable. When designing your site, keep in mind that people will not always understand where you've put things. Use links that have a meaning and use them consistently. For instance, if you have a link to a feedback form, call it something useful such as "feedback," and don't, in another place call it "contact us" (though this is another fine label if you should choose it.)

As you're planning your web site, list all of the pages that you have now and expect to develop in the future. Then organize them into logical groups. Give each group a logical label, or name. Then use these labels to link to these sections of your site, where you list the items in that section.

Accessibility

Make sure that your site is easy to access for all user groups.

Notifications and Disclaimers

Information regarding the following should be accessible to all users of TPHS Foundation members' web sites:

Security and Privacy

The TPHS Foundation employs various measures to protect the security of its computing resources and its users' accounts. However, users should be aware that the TPHS Foundation cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly. Use secure forms when collecting information on the Web. If information collected via a secure form is sent by email, the email may not be secure. One solution to this issue is to have the email encrypted.

Copyright Policy

The TPHS Foundation respects the intellectual property of others, and we ask our staff and member organizations to do the same. It is best to assume that any material (e.g.,

graphic, html coding, text, video, or sound) on the Web is copyrighted unless specific permission is given to copy it. An e-mail request will usually bring a positive response to sharing or linking to the information that you seek.

Disclaimer of Endorsement

This web site and all materials contained on it are provided for information purposes only. This web site makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of any information available on this web site or through the link you will find on this web site. Nothing contained on this web site or through the links should be construed to constitute a recommendation or endorsement of any product, service publication, retailer, organization, web site, law firm or attorney. This web site is willing to remove any hypertext link upon written request by the owner of the site to which this link references. The views and opinions in any referenced hypertext link do not necessary state or reflect those of this web site or the THPS Foundation.

Disclaimer of Liability

By utilizing this web site, you assume full responsibility for any loss, damage, or liability resulting there from, including, but not limited to the use of any materials or information available on this web site or through the links you will find on this web site. You hereby acknowledge that any reliance upon any materials contained on this web site shall be at your own sole risk. This web site reserves the right, at its sole discretion and without any obligation, to make improvements to, or correct any error or omission in any portion of the materials. The webmaster has the right to include or exclude material for the web site based on its content.

The TPHS Foundation strives to ensure that all of the content is up-to-date and accurate. However, neither the Foundation nor any of its employees or member groups makes any warranty or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference to any special commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the TPHS Foundation or its member groups.

Privacy Issues

TPHS Foundation members must take steps to ensure that the privacy of students, parents, teachers, staff, and board members is protected. Publication of personal information about the aforementioned individuals including phone numbers, home addresses, e-mail addresses or any information contained in Torrey Pines High School student directories is prohibited. Collection of personal information from students is prohibited. Publication of photographs of students on member group web sites requires that names or other identifying information cannot be used with photographs.

Content and Language

All Foundation member groups are responsible for the content and language of all material on their web sites. Material and content should **not** appear on the web site that:

- Is obscene, profane, sexually oriented, abusive, libelous, or slanderous
- Incites students to commit unlawful acts, violate school rules, or disrupt the schools orderly operations
- Discriminates against, attack or denigrates any group on account of sex, disability, race, color, natural origin, religious creed, age, marital status, or sexual orientation, or promotes one group over another
- Encourages the illegal use of controlled substances or promotes criminal behavior
- Violates or infringes upon the rights of any other person

Links to other web sites that are in violation of these content and language requirements should not be provided or should be disabled.

Advertising and Solicitations

TPHS Foundation member groups are permitted to accept paid advertising on their web sites except for that prohibited by school and district policies. These include products and services which are illegal or inconsistent with district and school objectives such as tobacco, alcohol beverages, intoxicants, r-rated and x-rated movies, and those related to gambling. Member group web sites shall not display information, messages or materials pertaining to political parties, candidates or ballot measures. Use of web sites to solicit funds or services must receive prior approval by the TPHS Foundation Board.

Advertisements or other types of promotional messages from sponsors cannot contain photographs or identifiable images of Torrey Pines students/athletes. Violation of this policy may jeopardize the student's athletic eligibility. All advertising and promotion as well as solicitations must adhere to the Advertising and Promotion Policy of the San Dieguito Union High School District.

Section 4 Contents

Examples Forms:

- **Deposit Form – Checks**
- **Deposit Form – Cash**
- **Fund Disbursement Form**
- **In-kind Donor Form (for goods or services)**
- **Sample Parent Donation Solicitation – 3 letters**

Blank Forms:

- **Camp, Clinic & Tournament (CCT located in section 4)**
- **Deposit Form (electronic xl. version will be emailed)**
- **Deposit Form – Cash (electronic xl. will be emailed)**
- **Credit Card Authorization Form**
- **Fund Disbursement Form**
- **In-kind Donor Form (for donations of goods or services)**
- **Purchase Order (available by calling Foundation office – have specific order information ready)**
- **W-9**