



LEGACY
FOUNDATION

Lake County's Community Foundation

Lake County Youth in Philanthropy Handbook

Legacy Foundation

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1.

Overview

The Lake County Youth in Philanthropy initiative is a program of the Legacy Foundation, Lake County's Community Foundation, which is designed to bring youth together in meaningful ways, to encourage them to give and serve in their communities and to make philanthropy a habit for future generations.

2.

Youth Philanthropy Goals

The Youth in Philanthropy Initiative goals include:

- The promotion of youth development and experiences of philanthropy
- To promote and encourage community initiatives that address concerns of our youth
- To engage youth and adults in partnership where they work together to serve the common good
- To build a future of strong community leaders and philanthropists

The members of the Youth in Philanthropy Initiative will learn:

- Leadership skills
- Public speaking
- Critical thinking and decision making
- Fundraising techniques
- Case-management
- Teamwork
- Building consensus
- Understanding budgets
- Asking quality questions
- How to read and analyze grants

3.

Organizational Structure

- The Youth in Philanthropy program will be under the umbrella of the Foundation's Unrestricted Grants policies and procedures. The Youth Philanthropy Grant Committee recommendations are approved by the Community Foundation Board of Directors.
- Each fall, non-participating high schools in Lake County will be sent an invitation to join the program. Upon application approval, the Community Foundation will assist the new high schools in forming a Youth in Philanthropy Chapter.
- The Community Foundation provides administrative support to each participating chapter and leads committee meetings and training sessions.
- One Foundation staff member will be assigned to work with the program.

4.

Funding

- The Foundation’s Board of Directors will allocate granting dollars out of available unrestricted monies, as well as dollars to operate the program.
- An endowment fund for this program will be established and students will raise money for the endowment and other projects through grants and other contributions.
- It is expected that each chapter will participate in at least one fundraising project each year for the endowment in addition to each student being asked to make a personal donation to the endowment fund.

5.

Grantmaking

- The Youth Philanthropy Grant Committee, with Foundation staff, will perform a due diligence review of proposals and submit granting recommendations to the Foundation Board of Directors for final approval.
- The committee, with Foundation staff, will create an application for grantees.
- All standard grantmaking policies of the Community Foundation apply to the Youth in Philanthropy program.
- The grants committee will, from time to time, review the grant application for effectiveness.
- The program will have one grant cycle in a year’s time, which will be held during the Foundation’s spring cycle, and may cease accepting grant applications at any time.
 - The Youth in Philanthropy Grant Committee members will vote on applications, with the Community Foundation reporting final votes to the Foundation’s Board of Directors.

6.

Committees and Officers

- Governance Committee
- Service Project Committee
- Grants Committee
- Executive Committee

Governance Committee:

- Each participating school chapter will have two governance officers. Each school’s governance officers will form the Governance Committee.
- Proposing amendments to by-laws
- Develop and execute leadership training, with Community Foundation staff
- Conduct year-end assessments

Service Project Committee:

- Each participating school chapter will have two service project officers. Each school’s service project officers will form the Service Project Committee.

- Research and present potential service and fundraising projects in the community and schools
- Approve and oversee all service and fundraising projects for each chapter and program-wide

Grants Committee:

- Each participating school chapter will have two grant officers. Each school's grant officers will form the Grants Committee.
- Responsible for working with Foundation staff to draft grant application
- Communicate with fellow chapter members on potential grantee topics
- Review all grant applications with Foundation staff; make recommendations to the Foundation Board of Directors
- If the opportunity arises, perform grantee site visits

Executive Committee:

- Each participating school chapter will have a president and vice president. Each school's presidents and vice presidents will make up the Executive Committee.
- Prepare all applications, information and welcome packets, with Foundation staff
- Develop recruitment events
- Evaluate year-end assessments

Youth in Philanthropy Officers:

Each participating school chapter will have the following officers:

- President
- Vice President
- Secretary
- (2) Governance Officer
- (2) Service Project Officer
- (2) Grants Officer

A yearly election will be held. To determine which students will hold these positions in the upcoming year, current members will vote during a chapter meeting. Previous officers are eligible to be re-elected for multiple terms.

President:

- Oversee his or her chapter; ensure all work is completed and accurate
- Send weekly communication to their members to achieve sustainability
- Work closely with Legacy staff and fellow officers to communicate all necessary information
- Prepare and co-run monthly chapter meetings
- Attend all executive committee meetings

Vice President:

- Assist president in overseeing his or her chapter; ensuring all work is completed and accurate
- Prepare meeting minutes and co-run monthly chapter meetings with the president
- Follow up with all committee representatives after committee meetings, helping the representative prepare for presenting at next chapter meeting
- In the event that an officer is unable to attend a committee meeting, the vice president will be responsible for attending in the officer's place

Secretary:

- Record club attendance; send to Legacy within three days of meeting date
- Take meeting notes; send to Legacy within three days of meeting date
- Maintain and update current list of all chapter members
- Manage chapter calendar
- Inform Legacy of any upcoming events; submit for approval, when necessary

Governance Officer:

- Represent his or her chapter at the Governance Committee meetings
- Report committee meeting information to vice president; present information learned at next chapter meeting
- Distribute assessments to chapter members

Service Project Officer:

- Represent his or her chapter at the Service Project Committee meetings
- Report committee meeting information to vice president; present information learned at next chapter meeting
- Suggest exciting ideas for volunteer and fundraising projects
- Manage volunteer and fundraising projects

Grants Officer:

- Represent his or her chapter at the Grants Committee meetings
- Report committee meeting information to vice president; present information learned at next chapter meeting
- Present grantee options to chapter members
- Attend grantee site visits, when possible

A complete list of duties and responsibilities for each officer position can be found on the Officer Duties Document.

Legacy Foundation Staff:

- Provides administrative support
- Provides financial support for grantmaking and other various chapter activities*
- Acts as a resource on any grant making policies or community research.
- Handles internal grantmaking process and initial screening of grantees.
- Aids in preparing meeting agendas, meeting packets and supporting materials for meeting and/or events.
- Host monthly committee meetings.
- Makes recommendations to committee, when appropriate and/or solicited.

Each Lake County high school is invited to submit an application to form a Lake County Youth in Philanthropy chapter. Applications are distributed early August and must be submitted back to Legacy in September. Schools with an established Lake County Youth in Philanthropy chapter are not required to re-apply.

While Legacy Foundation will supply promotional materials and assistance, it is the responsibility of the school to form the chapter and gain recruitment.

Meeting and Attendance

- Each chapter will host a monthly meeting at a regularly scheduled day and time. Committees will rotate meetings on a monthly basis.
- All members are required to participate in a minimum of one (1) county service event, hosted by Legacy, each school year.
- Attendance at regular meetings and major events is required for all members. All absences must be documented and an officer must be contacted prior to the start of the meeting.
- If a student acquires more than two (2) unexcused absences (no-call/no-show) dismissal from the chapter may occur.

Each Lake County Youth in Philanthropy Chapter will be required to have a school sponsor. This sponsor may be a faculty or staff member at the high school. School sponsor duties include:

- Attend all monthly chapter meetings and events
- Be supportive and motivate to chapter members
- Allow the students to manage the chapter, providing assistance when necessary
- Ensure all school rules and regulations are being followed at all events and meetings

* Financial assistance will be determined on a year to year basis.

10.**Volunteer and Fundraising Projects**

- Each chapter will be responsible for hosting a minimum of two (2) volunteer service acts of their choice throughout the year. All events need to be approved by the Foundation prior to the commitment of the event.
- Each chapter will be responsible for hosting a minimum of one (1) fundraising event throughout the year. All events need to be approved by the Foundation prior to the commitment of the event. Fundraising events may be held in school or out in the community.
- Legacy Foundation will host a minimum of two (2) county-wide service events each school year. These events will be open to all chapter members. Members will be required to participate in a minimum of one (1) county-wide service event.

11.**Communication**

Legacy Foundation will provide marketing support in the following areas for all chapters:

- Social media
- Newsletter
- Flyers
- Press releases
- Website page
- Internal communication