

St. Michael's High School Foundation

BOOK OF POLICIES

Updated and Ratified 6/30/15

“Providing Opportunities for a Quality Education”

These policies are a compilation of directives that govern St. Michael's High School Foundation's day-to-day operations and long-term goals in accordance with our mission.

GIFT ACCEPTANCE POLICIES

PURPOSE

The purpose of this policy statement is to govern the acceptance of gifts to St. Michael's High School Foundation (hereafter SMHSF) and to provide guidance to prospective donors and their advisors. This policy statement is designed to ensure that all gifts to, or for the use of, SMHSF are structured to provide the maximum benefits for both the donor and SMHSF and that gifts are consistent with SMHSF's mission and goals. Donors are advised to seek their own legal counsel and/or financial advice to assist them in the process of making their gift.

GENERAL GUIDELINES

Three general authorities determine SMHSF rights and responsibilities with regards to administering gifts:

1. Laws (local, state and federal)
2. Donor written instruction and privacy issues
3. SMHSF Board policies.

Confidentiality and privacy shall be respected in all cases per the donor's intent. A donor may elect to remain anonymous for any type of gift.

TYPES OF GIFTS

Because of the unique nature of some assets, SMHSF reserves the right to accept or refuse a gift, either due to the type of gift and/or the restriction(s) the donor would like placed on the gift.

SMHSF typically accepts the following types of gifts:

Absolute Gifts

Absolute gifts are those given to SMHSF for the immediate use by SMHSF, and in which the donor retains no interest. An absolute gift may either be restricted or unrestricted in purpose.

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Cash

Gifts made via cash, check or credit card are the most common type of gift. Checks should be made payable to:

St. Michael's High School Foundation
PO Box 22563
Santa Fe, NM 87502

Pledges

Pledges are enforceable commitments to give a specific dollar amount according to a fixed time schedule. Pledges must have written documentation that contains the following:

- The total amount of the pledge must be clearly specified
- The purpose of the pledge may be for restricted or unrestricted funds and must be designated at the time of the pledge
- There shall be a clearly defined payment schedule
- There shall be no contingencies or conditions
- The donor must be considered financially capable of making the gift

Gifts of Securities

SMHSF may accept publicly traded securities, bonds and government issues. It is the Foundation's policy to sell marketable securities immediately upon receipt from the donors. Gifts of securities are most generally made via electronic transfer. Thus a gift of transferred securities is considered complete and is dated when it is received in the Foundation's account. If actual shares are delivered to the Foundation for sale, the date of the gift is based on the date of physical delivery to the Foundation. The gift will be valued at the average of the high and low prices on the date of receipt.

Life Insurance

Gifts of life insurance and annuities may be acceptable gifts. However, SMHSF is unable to accept responsibility for managing such gifts or paying premiums or monitoring investments. SMHSF must be named both beneficiary and irrevocable owner of the policy before it can be recorded as a gift. SMHSF will acknowledge the gift as the amount of the cash surrender value of the policy on the date of the receipt of the policy.

Planned and Deferred Gifts

SMHSF encourages donors to inform us of their planned gift bequest intentions in writing to ensure SMHSF is able to assist in carrying out their wishes. SMHSF will accept charitable trusts, charitable gift annuities, family limited partnerships, bequests and other deferred gifts after appropriate consultation with SMHSF legal counsel.

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Real Property

SMHSF may accept gifts of real estate, including houses, condominiums and commercial properties, farmland, rental property and undeveloped land. The decision to accept gifts of real estate requires the approval of the SMHSF Board of Directors. Gifts of property will be accepted after a review of the following:

- Usefulness of the property for the Foundation's purpose
- Marketability of the property
- Existence of restrictions, reservations, easements and/or other limitations
- Existence of encumbrances, such as mortgages and liens
- Carrying costs such as property owner's association dues, taxes, insurance and other maintenance expenses
- Fair market value in relation to the costs and limits listed above as determined by a qualified appraisal

Gifts in Kind

SMHSF may accept substantial gifts in kind, such as works of art, jewelry, antiques, automobiles, and books. Such gifts will be accepted only after a review indicates the property is readily marketable or that the gift can be used by SMHSF. SMHSF cannot place a value on the gift unless a certified third-party written appraisal has been submitted at the time the gift. Any and all expenses connected with obtaining an appraisal shall be the responsibility of the donor. SMHSF reserves the right to retain or sell gifts in kind.

Corporate Matching Gifts

Through corporate and matching gifts, a donor's employer or former employer (in the case of a retired person) will match the donor's gift, up to a certain dollar amount. Matching gifts will be directed to the same fund/purpose as the donor's gift unless specified otherwise by the donor.

RESTRICTIONS ON GIFTS

SMHSF may accept unrestricted gifts and gifts for a specific fund/purpose, provided that such restrictions are reasonable and not inconsistent with SMHSF mission, purpose and priorities. SMHSF will not accept gifts that are too restrictive in purpose.

ENDOWED GIFTS

A gift of any size may be made to an existing permanently-restricted endowed tuition assistance fund managed by SMHSF. A minimum of \$50,000 is required to establish a permanently-restricted endowed fund. An endowment agreement must be signed by the donor and by a representative of the Foundation.

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GIFT ACKNOWLEDGEMENT AND DONOR RECOGNITION

It is the responsibility of the Executive Director of the Foundation to ensure that all gifts are officially recorded, receipted, and acknowledged. All gifts will be acknowledged, in writing, in a timely fashion. SMHSF will comply with current IRS regulations concerning tax deductibility.

Permission to publicly recognize a donor and his/her gift is assumed unless otherwise requested by the donor. Requests of anonymity by donors will be honored.

CHANGES TO THESE POLICIES

The Executive Director and the Policies and Procedures Committee of the Foundation will review the Gift Acceptance Policies as necessary. The Foundation Board of Directors retains the right and authority to alter, amend or revoke any or all of the Gift Acceptance Policies at any time and from time to time.

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MANAGEMENT AND DISPOSITION OF FUNDS POLICIES

The Foundation receives donation of funds, in accordance with our *gift acceptance policies*. All donations will be placed in the following categories:

1. Permanently restricted: perpetually reserved funds for specified scholarships
2. Temporarily restricted: funds for specified scholarships as long as the funds last
3. Unrestricted: funds that are not specified for a particular purpose

Endowment Fund: The Foundation shall create and maintain an Endowment Fund and invest said monies in accordance with the St Michael's High School Foundation Investment Policies. *(see Investment Policy)*

Disbursement:

1. Unless otherwise specified by the donor in his/her agreement with the Foundation, the Foundation, in accordance with its annual budget, may disburse its current operating revenues and/or earnings from the Endowment Fund, and such restricted funds as the donor may specify, to provide need-based support to students attending St. Michael's High School, and such other uses as the Bylaws and Policies of the Foundation may allow.
2. The balance of all current operating revenues, earnings, and donations may be placed in the Foundation's Endowment Fund, or otherwise invested as determined by the Board of Directors. Operating revenues are proceeds from fund-raising activities and unrestricted donations to the Foundation.

Specific Purpose: The Board of Directors of the Foundation adheres strictly to a donor's request to use their gifts for a specific purpose or project as permitted by the Foundation's Bylaws and Policies.

Fundraising: In addition to soliciting donations, the Board may hold events to raise additional funds. At its own discretion, or at the request of a donor, the Foundation Board of Directors may establish permanently or temporarily restricted funds in the name or memory of a person, family, trust or business entity.

Budget: The Foundation Board shall adopt a budget for the fiscal year (July-June), showing anticipated income from all sources, administrative expenses, financial assistance awards, emergency financial assistance, and contingencies. The Foundation shall adhere to its annual budget to the extent possible. The Finance/Investment/Budget committee shall conduct a

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periodic review of the budget and propose such revisions as may be necessary for consideration and approval by the Board of Directors.

Audit: There shall be an annual review, compilation or audit of the Foundation's books of account.

Awards: Awards may be made at the discretion of the Board in three categories and in the following order of priority: tuition assistance for students (including need-based assistance, emergency tuition assistance and international exchange/study assistance), support for faculty and staff, and improvements to the physical plant.

Publication of Tuition Assistance Availability: The St. Michael's College Corporation, Inc., (aka St. Michael's High School) is responsible for publicizing the availability of tuition assistance to incoming and returning students. The primary mission of the Foundation is to meet the tuition assistance needs of students attending St. Michael's High School to the extent possible, and in accordance with Foundation's Bylaws, policies and resources.

Tuition Assistance Determination: The Foundation's Board of Directors, at its sole discretion, shall determine annually all tuition assistance awards and the recipients in accordance with the Policies of the Foundation.

TUITION ASSISTANCE (NEED-BASED) FOR STUDENTS

The Foundation establishes and publishes criteria that recipients must satisfy to receive tuition assistance awards. (See **Appendix A**)

Generally, financial assistance is awarded in the spring of each year, in accordance with the budget of the Foundation, to new and returning students who apply for assistance for the upcoming academic year, who have a grade point average of 2.2 or higher. The award shall be made for the entire academic year.

- The tuition assistance application form used shall be the one St. Michael's High School administration provides, currently known as the FACTS application. This application form must be submitted by students and their parents for each academic year.
- The Foundation relies on the cooperation of the school administration to ensure that the incoming and returning student body is aware that tuition assistance is available. Tuition assistance is awarded annually based on family/student financial need as indicated on the FACTS application and the availability of Foundation funds.

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- Tuition assistance awards are made by two representatives of the Foundation's Scholarship Committee, supported by the Executive Director of the Foundation. The Scholarship Committee will make a report to the Board at the next monthly meeting.
- Students who received financial assistance the previous academic year shall be given preference over new applicants in succeeding years so long as a FACTS application is submitted, the financial need continues, and they meet criteria established by the Board.
- Tuition assistance awards shall be paid directly to St. Michael's High School upon receipt of an invoice in three payments, after the Executive Director, in liaison with Admissions officers, verifies that tuition assistance recipients are registered and attending.
- Tuition Assistance may be revoked by the Foundation if the student/family fails to comply with the terms and conditions specified in the Agreement with the Foundation (See **Appendix A**).

SCHOLARSHIP FOR INTERNATIONAL EXCHANGE/STUDY

Criteria: The Foundation considers international financial assistance for current St. Michael's students with a 3.0 gpa or higher who wish to spend up to a year in educational travel abroad with the intent to return to St. Michael's for graduation, and for international students seeking study at St. Michael's for at least two (2) trimesters in a single year.

Funds: Funds may be applied towards expenses related with travel, room, board, and tuition for outgoing students and for tuition and fees for incoming students.

Awards:

- Awards range from \$500-\$3000 per student and may vary depending on the number of applicants in a given time period and circumstances surrounding a specific trip and/or course of study.
- Awards are approved by the Executive Committee and any specified Board Members expressing an interest in the program.

Applying:

- A specific application is provided by the Foundation for current St. Mike's students requesting funding to study abroad (See **Appendix B**)
- Applications are accepted on a rolling basis prior to the enrollment year for the desired funds to be used. Applications must be submitted 8 weeks prior to the date funds are needed. Approval can take up to 6 weeks.

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- **For incoming international students**, the SMHS Admission Office will provide information about the student wishing to attend SMHS and the funding required to the Foundation's Executive Director.

EMERGENCY TUITION ASSISTANCE

Within the limitations of the annual budget, Emergency Tuition Assistance may be awarded at the discretion of the Executive Committee of the Foundation Board.

All requests for Emergency Tuition Assistance must come through the High School Admissions Office. If a parent contacts the Foundation directly, the Executive Director will engage the admissions office to investigate further before submitting the matter to the Executive Committee for consideration.

The Executive Director will compile all relevant data for an Emergency Tuition Assistance request, and forward it via email to the Executive Committee of the Foundation Board. The Executive Director will provide a recommendation on the amount to offer the student/family for Emergency Tuition Assistance.

The Executive Committee may request additional information or clarification as needed, or vote “yea” or “nay,” via email. The award of Emergency Tuition Assistance shall be made upon a majority vote of the Executive Committee.

The Executive Director will inform the High School Admissions office of the Executive Committee's decision on behalf of the Foundation.

If Emergency Tuition Assistance is awarded, the Executive Director will follow-up with the High School business office regarding payment of tuition.

The nature of the emergency may call for the FACTS form to be waived at the discretion of the Executive Committee.

FACULTY AND STAFF DEVELOPMENT

Staff development initiatives are only funded by the Foundation if previously budgeted.

Individuals and departments are eligible to apply for scholarships or Stipends for programs, meetings, conferences and other activities that promote their professional development.

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The administration of the High School will determine the method of applying for such funds. The administration of the High School will make a recommendation to the Foundation's Executive Director to support particular staff development needs.

PHYSICAL PLANT

The Foundation may budget funds to be allocated to a specific capital project of St. Michael's High School. Funds are budgeted by the Foundation Board of Directors for the following fiscal year.

**CONFLICT OF INTEREST POLICIES
IN RELATION TO TUITION ASSISTANCE FUNDING OF ANY SORT**

A Board of Directors member whose child applies or receives Tuition Assistance through the Foundation cannot serve on the Foundation's Scholarship Committee. Nor vote as a member of the Board to ratify the recommendations of the Scholarship Committee.

Any student in good standing, including children of staff, faculty, or Board members, is eligible for the Jensen Brown or Brother Joe Walsh merit-based funding. Parents shall not serve on any committee that makes recommendations or selects the student to be awarded.

Any student in good standing, including children of staff, teachers or Board members, is eligible to apply for the International Exchange Study program funding. Parents shall not serve on any committee that makes recommendations or selects the student to be awarded.

Any student in good standing, including children of staff, teachers, or Board members may apply for a “need-based with merit” scholarship: Betsy Tapia Memorial Fund, Father Adam Fund, and Dinty Romero Memorial Fund. Parents shall not serve on any committee that makes recommendations or selects the student to be awarded.

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INVESTMENT POLICY

This statement of investment policy was adopted on 8-26-14 by a unanimous vote the Board of Directors of the St. Michael's High School Foundation.

GENERAL INFORMATION

Mission Statement: “Providing Opportunities for a Quality Education”

Mission Statement per October 2012 Board Retreat

Scope of This Investment Policy

This statement of investment policy reflects the investment policy, objectives, and constraints for the entirety of the accounts in the name of St. Michael's High School Foundation.

Purpose of This Investment Policy

This statement of investment policy is set in order to:

1. Establish a clear understanding for all involved parties of the investment goals and objectives for Account assets.
2. Establish the relevant investment horizon for which Account assets will be managed.
3. Define and assign the responsibilities of all involved parties.
4. Offer guidance and limitations to all Investment Managers regarding the investment of Account assets.
5. Establish a basis for evaluating investment results.

In general, the purpose of this statement is to outline a philosophy and attitude, which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

Definitions

1. **“Account”** shall mean and include the aggregate of accounts for St. Michael's High School Foundation.
2. **“Fiduciary”** shall refer to those persons responsible for administering the Account as specified by applicable ordinance, in this case, the Board of Directors of the St. Michael's High School Foundation.
3. **“Investment Manager”** shall mean any individual, group of individuals, or mutual fund employed to manage the investments of all or part of the Account assets.

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4. **“Investment Management Consultant”** shall mean any individual or organization employed to provide advisory services, including advice on investment objectives and/or asset allocation, manager search, and performance monitoring.
5. **“Securities”** shall refer to the marketable investment securities, which are defined as acceptable in this statement.
6. **“Investment Horizon”** shall be the time period over which the investment objectives, as set forth in this statement, are expected to be met. The investment horizon for this account is **5 years**.

Delegation of Authority

The Fiduciary is responsible for directing and monitoring the investment management of Account Assets. As such, the fiduciary is authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

1. **Investment Management Consultant.** The consultant may assist the Fiduciary in: establishing investment policy, objectives, and guidelines; selecting investment managers; reviewing such managers over time, measuring and evaluating investment performance and other tasks as deemed appropriate.
2. **Investment Manager.** The manager may choose the specific securities that will be used to meet the Account's investment objectives. Such services also include economic analysis, and deciding when to purchase, sell, or hold individual securities.
3. **Custodian.** The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Account, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Account.
4. **Co-Trustee.** The Fiduciary may appoint an outside individual or entity, such as a bank trust department, to be co-trustee. The Co-trustee will assume fiduciary responsibility for the administration of the Account assets.
5. **Additional specialists.** such as attorneys, auditors, actuaries, retirement plan consultants, and others may be employed by the Fiduciary to assist in meeting its responsibilities and obligations to administer Account assets prudently.

The Fiduciary will not reserve any control over investment decisions, with the exception of specific limitations described in these statements. Managers will be held responsible and accountable to achieve the obligation herein stated. While it is not believed that the limitations

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will hamper investment managers, each manager should request modifications, which they deem appropriate.

If such experts employed are also deemed to be fiduciaries, they must acknowledge such in writing. All expenses for such experts must be customary and reasonable, and will be borne by the Account as deemed appropriate and necessary.

GENERAL INVESTMENT PRINCIPLES

General Guidelines

1. Investments shall be made solely in the interest of the Foundation and beneficiaries of the Account and for the exclusive purpose of providing benefits accrued thereunder and defraying the reasonable expenses of administration.
2. The Account shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters should use in the investment of an account of like character and with like aims.
3. Investment of the Account shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
4. The Fiduciary may employ one or more investment managers or mutual funds of varying styles and philosophies to attain the Account's objectives.

Investment Management Policy

1. **Preservation of Capital** – consistent with their respective investment styles and philosophies, investment managers should make reasonable efforts to preserve capital, understanding that losses may occur in individual securities.
2. **Risk Aversion** – Understanding that risk is present in all types of securities and investment styles, the Fiduciary recognizes that some risk is necessary to produce long-term investment results that are sufficient to meet the Account's objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment style and objective. **The Fiduciary's tolerance for risk over any single twelve-month period is -15% to -20%. An objective of the fiduciaries is to not incur any loss over the stated time horizon of 5 years.** The probability of not meeting the funds objectives best reflects the fiduciary's definition of risk.

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3. **Adherence to Investment Discipline** – Investment managers are expected to adhere to the investment management styles for which they were hired. Managers will be evaluated regularly for adherence to investment discipline.

INVESTMENT OBJECTIVES

Aggregate Account Definition and Objectives

1. **Cash Account**

The interest bearing account in local banks and/or brokerage firms will be maintained for St. Michael's High School Foundation operation (unrestricted) and for short term spending needs (temporarily restricted). The income received on the investments of these funds is credited to St. Michael's High School Foundation and used at the Board's discretion.

2. **Investment Accounts**

The Equity and Fixed Income accounts at local brokerage firms will be maintained for St. Michael's High School Foundation's long-term investment needs. The income and capital appreciation on the investments of these funds is credited to St. Michael's High School Foundation and used at the board's discretion.

Specific Investment Goals

Over the investment horizon established in this statement, it is the goal that the aggregate account assets meet or exceed: **A rate of return in excess of the benchmark by 2%. For the purposes of this Investment Policy for St. Michael's High School Foundation the benchmark is defined as:**

1. **65% of the S&P 500 Index**
2. **30% of Barclay's**
3. **5% of 90 Day T-bills**

The investment goals above are the objectives of the aggregate Account, and are not meant to be imposed on each investment account (if more than one account is used). The goal of each investment manager, over the investment horizon, shall be to:

1. Meet or exceed the market index, or blended market index, selected by the Fiduciary that most closely corresponds to the style of investment manager.
2. Display an overall level of risk in the portfolio, which is consistent with the benchmark specified above.
3. Risk will be measured by the standard deviation of market indices (mentioned above under Specific Investment Goals) each quarter.

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INVESTMENT GUIDELINES

Allowable Assets

Cash Equivalents

Treasury Bills	CD's
Commercial Paper	Money Market Funds
Bankers Acceptance Note	Repurchase Agreements

Fixed Income Securities

U.S. Government & Agency Securities	Corporate Notes and Bonds
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Equity Securities

Convertible Preferred Stocks	Stocks of Non-US companies
American Depository Receipts (ADSs) of non-US Securities	Common Stocks

Mutual Funds

U.S. Equity Funds	International Funds
U.S. Balanced Funds	Real Estate Investment Trusts (REITs)
U.S. Fixed Income Funds (Except “junk bonds funds”)	Commodities and Natural Resource Funds
Global Funds	

Stock Exchanges

To ensure marketability and liquidity, investment advisors will execute equity transactions through the following exchanges: New York Stock Exchange; American Stock Exchange; and NASDAQ over-the-counter market. In the event that an Investment Manager determines that there is a benefit or a need to execute transactions in exchanges other than those listed in this statement, written approval is required from the Fiduciary.

Prohibited Assets: Prohibited investments include, but are not limited to the following:

Futures Contracts	Private Placements
Options	Derivatives
Arbitrage Funds	Planned Amortization Class CMO's
Interest-Only (IO), Principal Only (PO), and Residual Tranche CMOs	GICs
Venture Capital Investments	

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Prohibited Transactions

Prohibited transactions include, but are not limited to the following:

Short Selling	Margin Transactions
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Derivative Investments

Derivative securities are defined as synthetic securities whose price and cash flow characteristics are based on the cash flows and price movements of other underlying securities. Most derivative securities are derived from equity or fixed income securities and are packaged in the form of options, futures, CMO's (PAC bonds, IO's, PO's, residual bonds, etc.) and interest rate swaps among others. The Fiduciary feels that many derivative securities are relatively new and therefore have not been observed over multiple economic cycles. Due to this uncertainty, the Fiduciary will take a conservative posture on derivative securities in order to maintain its risk adverse nature. Since it is anticipated that new derivative products will be created each year, it is not the intention of this document to list specific derivatives that are prohibited, rather it will serve as a general policy on derivatives. Unless otherwise specifically allowed in this document, the Investment Manager(s) must seek written permission from the Fiduciary to include such investments in the plan's portfolio. The Investment Manager(s) must present detailed information as to the expected return and risk characteristic of such investment vehicles.

ASSET ALLOCATION GUIDELINES

Aggregate Account Allocation

Investment management of Account assets shall be in accordance with the following asset allocation guidelines:

ASSET CLASS	MINIMUM	MAXIMUM
Equities	40%	75%
<i>Domestic</i>		
<i>International</i>		
Fixed Income	10%	50%
Cash and Equivalents	0%	10%
Alternatives	2.5%	30%

The Fiduciary may employ investment managers whose investment disciplines require investment outside the established asset allocation guidelines. However, taken as a component of the aggregate Account, such disciplines must fit within the overall asset

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allocation guidelines established in this statement. Such investment managers will receive written direction from the Fiduciary regarding specific objectives and guidelines.

Guidelines for Fixed Income Investments and Cash Equivalents

Account assets may be invested only in investment grade bonds rated BBB or better.

Guidelines for Donated Securities

Donated securities, whether equities or fixed income, will be sold at current market value within 2 business days of verified good receipt unless otherwise instructed by the donor or circumstances and prudence dictate a different course of action. As Fiduciary, the Board should not be in the business of managing assets and or “market timing” as to their disposal, except as qualified above. Proceeds from the sale of said assets should be added to the money market until the board votes whether or not to invest the cash into the current asset allocation.

SELECTION OF INVESTMENT MANAGERS GUIDELINES

Procedures

The Fiduciary's selection of Investment Manager(s) must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940, or a bank or insurance company. The Fiduciary requires that each investment manager provide, in writing, acknowledgement of fiduciary responsibility to the Account.

Investment Manager Performance Review and Evaluation

Performance reports generated by the Investment consultant shall be compiled at least quarterly and communicated to the Fiduciary for review. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement. The Fiduciary intends to evaluate the portfolio(s) over at least a three-year period, but reserves the right to terminate a manager for any reason including the following:

1. Investment performance which is significantly less than the anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
2. Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
3. Significant qualitative changes to the investment management organization.

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Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.

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CREDIT CARD POLICY

Objectives: To allow the Executive Director access to efficient and alternative means of payment for approved (budgeted) expenses, especially expenses related to business travel and office supplies.

- To improve managerial reporting related to credit card purchases.
- To improve efficiency and reduce costs of payables processing.

Spending Policies

A Foundation credit card will be issued to the Executive Director, only with approval of the Executive Committee.

Credit cards will only be used for business purposes. Personal purchases of any type are not allowed. The following purchases are not allowed:

- Tobacco products
- Capital equipment and upgrades over \$5,000
- Construction, renovation/installation
- Controlled substances
- Items or services on term contracts
- Maintenance agreements
- Personal items or loans
- Purchases involving trade-in of Foundation property
- Cellular telephones, related equipment, or services

The following purchases may be allowed with provision:

- Alcoholic beverages can be purchased within 10 days prior to an upcoming Foundation event.
- Purchases over \$750 (excluding travel) must be preapproved by the President, Vice-President, or Treasurer of the Foundation via email or telephone
- Cash advances on credit cards are *not* allowed without written permission from the treasurer.

Agreement: Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

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- Credit card is requested by the current Executive Director to the Foundation's Executive Committee.
- Detailed receipts must be retained and attached to the credit card statements. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
- Monthly statements, with attached detailed receipts, will be retained for accounting and audit purposes. In the event of an external bookkeeper, the statement must be submitted within ten days of receipt of the statement, to enable timely payment of amounts due.

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CASH CONTROLS

Golf Tournament Cash Controls

Event Cash Control Document

Name of Event:

Date:

Control	Signor 1	Signor 2	Independent Check
Bank in Cash box \$290			
Cash Received 100 50 20 10 5 1			
Deposit Verified			

- Signor 1 is one cashier
- Signor 2 is the second cashier
- Independent Check is an alumni or Foundation representative who is not a cashier

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Blue Stampede Cash Controls

Copies of all monies received by hand or mail including full copy of check and half copy of any cash received

All bank deposits are checked against copies of checks/cash coordinating with gift validation report from Raiser's Edge fundraising content management system.

Cash received for bids and/or purchases at the Blue Stampede event are checked by Directors manning the Money Table and rechecked by the Executive Director for entry into Raiser's Edge and for Bank Deposit.

St. Michael's High School Foundation

BOOK OF POLICIES

Updated and Ratified 6/30/15

“Providing Opportunities for a Quality Education”

EXECUTIVE DIRECTOR POLICIES

Representation

When representing the Foundation and as a result of association, St. Michael's High School, the Executive Director and staff of the Foundation shall act in a manner that is ethical, prudent, legal, and consistent with the Articles of Incorporation, By-Laws, philosophy, vision, policies, and mission of the Foundation.

General Operations

With respect to the operations of the Foundation the Executive Director shall keep the Board of Directors informed of relevant issues and supported in the governance of the Foundation and its entities. Therefore, the Executive Director will consistently:

1. Submit monitoring data, including financial reports, required by the Board in a timely, accurate, and understandable fashion directly addressing provisions of Board policies
2. Supply for consent agenda all items delegated to the Executive Director that may legally require Board approval
3. Report in a timely manner an actual or anticipated noncompliance with any board policy
4. Advise the Board if, in the Executive Director's opinion, the Board is not in compliance with its own policies, particularly in instances of behavior that is detrimental to the work relationship between the Board and the Executive Director.
5. Executive Director shall keep the Board aware of issues or situations that relate to Board work or policy, for example:
 - a. Relevant trends impacting the mission of the Foundation
 - b. Lawsuits against the Foundation
 - c. Major contracts or events with high visibility
 - d. Changes in the assumptions or conditions on which any board policy has been established

Budget Management

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's priorities or risk financial jeopardy. Accordingly, the Executive Director shall work with the Finance/Budget/Investment Committee to:

1. Develop a fiscal year budget in February of each year for the next fiscal year
2. Review quarterly the Foundation's investment portfolio
3. Review annually the Foundation's Investment Policy
4. Ensure communication to the Board any financial condition that jeopardizes the achievement of the Board's mission and vision.

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With respect to the actual, ongoing financial condition or activities, the Executive Director shall ensure that:

1. The Foundation's books of accounts are in alignment with General Accepted Accounting Principles (GAAP) in liaison with the Foundation's contracted CPA firm
2. Effective procedures for reasonable controls of cash management and accounting practices are established and monitored
3. All operations are in alignment with the Foundation's not-for-profit status
4. The Executive Director stays in accordance with the Foundation's credit card policy
5. All restricted and temporarily restricted funds are handled in accordance with Board policies
6. All payables and debts are handled in a timely manner

Tuition Assistance Program

The Executive Director shall provide and support the organizational structure for Tuition Assistance Programming according to Foundation policies. Accordingly, with respect to interactions with beneficiaries (students and parents of St. Michael's High School), or those applying to be beneficiaries, the Executive Director should be dignified, sensitive, and provide appropriate confidentiality in accordance with FERPA, FACTS reporting system policies, and the privacy policies of St. Michael's High School. Therefore the Executive Director shall:

1. Use applications forms or systems that ask for only the information required to make decisions for the Scholarship Committee to designate Tuition Assistance beneficiaries.
2. Use methods of collecting, reviewing, transmitting, and storing information that protects against improper access to the material elicited
3. Establish with Beneficiaries a clear understanding of what may be expected and what may not be expected from the Tuition Assistance program.

Policies and Procedures

The Executive Director shall work closely with the Policies & Procedures and Bylaws Review Committee to ensure that applicable procedures and policies are in place to assure smooth and efficient daily operations to include:

1. Tuition Assistance policies
2. Named Scholarship and Endowment policies to include gift receipt policies
3. Investment and other relevant financial policies
4. Executive Director policies
5. Other operations policies as relevant

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Facilities Management

The Executive Director shall provide for legal occupancy, maintenance, renovation, and replacement of Foundation property facilities and furnishings. Accordingly, the Executive Director will liaison with St. Michael's High School to maintain Foundation offices on campus at 100 Siringo Road, Santa Fe, NM

Accessibility and Image

In relating and communicating the actions and intentions of St. Michael's High School Foundation, the Executive Director will maintain trust and integrity in the vision and mission to beneficiaries, constituents, donors, alumni, and the greater public. Accordingly, the Executive Director shall

1. Communicate the Foundation's mission and purpose
2. Provide access to the application for Foundation Tuition Assistance programs regardless of race, color, sex, national or ethnic origin, or religion
3. Maintain the Foundation's positive public image

Development

The Executive Director shall support the work of the Development Committee and St. Michael's High School to plan and promote Development opportunities for gifts and volunteers in supporting the mission of the Foundation. Accordingly, the Executive Director shall

1. Support the Development Committee in developing a plan to promote and receive third source funds such as grants, gifts, and bequests
2. Focus on Foundation specific funding in coordination with St. Michael's High School in order to avoid donor fatigue
3. Received third source funds that are in alignment with the Foundation's Gift Acceptance Policies
4. Follow Foundation Board agreements with donors on all third source funds

Contract

The Executive Director will work with the Executive Committee to create a description of deliverables for each fiscal year contract

St. Michael's High School Foundation

BOOK OF POLICIES

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“Providing Opportunities for a Quality Education”

DIRECTOR POLICIES

In accordance to the Foundation's Mission Statement: “providing opportunities for a quality education.”

Role of Foundation Directors

- Ambassadors for the Foundation's mission and vision to the high school, alumni, Santa Fe, and Albuquerque communities.
- Raises funds for student tuition assistance followed by fundraising for capital campaigns and staff development. For example, in 2014 the Foundation donated \$15,000 towards the High School Library remodeling project.
- As a collective the Board of Directors is the Fiduciary for St. Michael's High School Foundation.
- Direct representatives of the Foundation for Foundation fundraising events, the Blue Stampede & the “Banking on Education” Golf Tournament.
- Engage their network to identify, cultivate, and solicit donors for funds.

Time Expectations of Individual Members

- Term: 3 years, with option for additional terms
- Optional service as an officer (President, Vice President, Treasurer, Secretary) with terms of 2 years.
- Attendance at monthly meetings (8 meetings per year / 1 holiday party)
- Participation in at least one committee.
- Participation in Fundraising Events.
- Attendance at Special Events such as a Foundation Retreat, Foundation or High School networking events, or Miguel Chavez Society events.

Financial Expectation of Individual Members

- It is vital to the health and wellbeing of any organization that 100% of Board members participate through a meaningful cash donation not including event specific donations.
- Blue Stampede: a minimum of 10 tickets must be sold by each board member.
- Golf Tournament: a minimum of 3 Hole sponsorship signs must be sold by each board member.
- Identification and cultivation of potential major donors from personal or professional contacts. Work with the Executive Director to obtain donations.