



Initial Committees

Operating Committee – This committee will work together to handle the day-to-day functions of **SCHOOL FUEL** (i.e., website and other technology, donor recognition, mailings, bookkeeping, information management, facility location, etc.)

Finance Committee – The primary responsibility of this committee is budgeting and planning. This committee will also work with the treasurer and secretary to respond to federal, state and county laws governing non-profit organizations and fundraising. This committee will also be responsible for monitoring **SCHOOL FUEL**'s compliance with reporting and other legal requirements. In addition, this committee will work with the NUSD to monitor how funds provided by **SCHOOL FUEL** are spent by the district, and it will report its findings to the public on a regular basis. It is anticipated that the compliance and monitoring functions of this committee will be split off into a separate Audit Committee when **SCHOOL FUEL** becomes fully functional.

Fund Development Committee – This committee will conduct the various fundraising operations of **SCHOOL FUEL** (i.e., annual event, sustaining donor's program, business partnerships program, grant writing, etc.) and the community volunteer program, as well performing donor research and database management. An alumni development program is planned for the future. It is anticipated that this committee will eventually break into several subcommittees, likely one for each fundraising program.

Program Committee – This committee will operate **SCHOOL FUEL**'s fund distribution, educational, and volunteer programs. It is anticipated that this committee will eventually break into several subcommittees, likely one for each different program.

Public Relations Committee – This committee is responsible for press releases and materials published by the foundation. The committee will also work with the program and audit committee to make information about foundation programs, district spending, and school finances accessible to the Novato public.

Future Committees

Investment and Endowment Committee – This committee will be responsible for developing the foundation's endowment, encouraging planned giving to the foundation, and ensuring that funds are invested according to the Board's investment policy.

Personnel and Nominating Committee – This committee will be responsible for coordination of volunteers and recruitment and nomination of new Board and Advisory Council members. This committee will also be responsible for training and recognition of volunteers.