

# COMMUNITY HIGH SCHOOL DISTRICT 99 SOUTH HIGH SCHOOL

## DOWNERS GROVE SOUTH HIGH SCHOOL FRIENDS OF FINE ARTS

### BYLAWS March 14, 2023

The bylaws shall be deemed to be a part of the Articles of Incorporation.  
This organization is incorporated under the laws of the State of Illinois

#### ARTICLE I

##### NAME AND MISSION

**I.1 Name.** The official name of this Organization is “Downers Grove South High School Friends of Fine Arts.” The Organization may also be known as “FOFA”.

**I.2 Mission.** The Organization was formed and exists to serve the needs of students in the Fine Arts Program (the “**Fine Arts Program**”) of Community High School District 99 South High School (the “**School**”) in Downers Grove, Illinois (the “**District**”). The “Mission” of this Organization is: In partnership with our community, we will ignite a passion for lifelong participation in the arts in every learner. This is achieved by forging individual pathways to success. The “Purpose” of this Organization is:

- (a) To promote the musical and visual components of the Fine Arts Department of the School through the interaction and cooperation of students, faculty, School administration, parents and the community;
- (b) To provide supplemental materials, financial assistance and advocacy for the Fine Arts Program;
- (c) To encourage parental involvement in and attendance at all Fine Arts activities and events, and to arrange for volunteers to assist with these Fine Arts events;
- (d) To enlist community resources in support of the Fine Arts Program; and
- (e) To enhance the reputation and public recognition of the Fine Arts Program in the School, the District and the community, as well as with colleges, universities and other institutions of higher education and state associations of Fine Arts educators.

**I.3 Vision.** The “Vision” of this Organization is: “Igniting a passion for the arts in every learner.”

(a) Downers Grove South Friends of Fine Arts: We are a volunteer organization of parents, educators and community members supporting and promoting the Fine Arts at Downers Grove South High School. Through gifts and service DGS FOFA is dedicated to achieving these goals:

(b) Providing summer study grants in music and visual art.

(c) Expanding the boundaries of the artistic classroom through guest clinicians and artistic experiences.

(d) Purchasing supplementary equipment for Fine Arts Instruction.

(e) Supporting Fine Arts events with publicity, volunteers, hospitality and amenities.

(f) Facilitating communication of Fine Arts activities and student achievement in the arts to DGS FOFA membership and to the broader artistic community.

**1.4 Origination Date.** This Organization was founded during the 1998-1999 school year.

## ARTICLE II

### MEMBERS

**II.1 Members.** Any parent or legal guardian of a current Downers Grove South Fine Arts student is a Member of DGS Friends of Fine Arts. No application, sign-up or fees are required. Each individual or family making a personal financial contribution to FOFA shall be considered a Contributing member of this Organization for the current membership year. This excludes corporations from membership that may make a financial contribution to FOFA.

**II.2 Membership Year.** The membership year of this Organization shall begin on July 1st and end on the following June 30th.

**II.3 Donation.** Parents or legal guardians of current or former students enrolled in the Fine Arts Program, District 99 faculty and administrators, community members, may make an annual monetary donation.

**II.4 Inspection.** Upon request, any member may inspect the books and records of this Organization, including any minutes of meetings of the Board, committee reports, financial reports and budgets.

## ARTICLE III

### GOVERNANCE

**III.1 General Powers.** The activities and affairs of this Organization shall be managed by or under the direction of the Board. The Board shall consist of the Fine Arts Department Chairman, the officers, the committee chairmen of this Organization, and any designated representatives from Band, Choir, Orchestra and/or the Visual Arts.

**III.2 Meetings.** Regular meetings of the Board of this Organization shall be held monthly on the first (1st) Monday of the month at 7pm at Downers Grove South High School. If a holiday falls on the first Monday of the month, then the meeting will be held on the 2nd Monday of the month. Special meetings of the Board may be called by the President, the Fine Arts Department Chairman, or by the written request of not less than ten (10) members of this Organization. Meetings shall be open to all members of the Organization.

**III.3 Quorum.** A quorum for the transaction of the business at all meetings of the Board shall consist of a minimum of three (3) Board members.

**III.4 Rules of Order.** Robert's Rules of Order shall be used as the rules of order for conducting the business of this organization. Reference to the Rules of Order can be found here: [https://www.google.com/url?q=https://drive.google.com/file/d/1Oytwa1gz8NMfjcUUD2SH-yT3r3OKC\\_6Q/view?usp%3Dshare\\_link&sa=D&source=docs&ust=167865048709287&usg=AOvVaw28sSj8XXBsQVKbg2AcyVwN](https://www.google.com/url?q=https://drive.google.com/file/d/1Oytwa1gz8NMfjcUUD2SH-yT3r3OKC_6Q/view?usp%3Dshare_link&sa=D&source=docs&ust=167865048709287&usg=AOvVaw28sSj8XXBsQVKbg2AcyVwN) The rules of order for all meetings of the Board of this Organization shall include, but are not limited to, the following:

- (a) The President shall set and regulate the agenda and establish the order of business for each meeting;
- (b) The President shall acknowledge a member's or officer's request for agenda items submitted up to 2 days in advance of each meeting;
- (c) The President shall communicate the agenda to all Board members prior to each meeting;
- (d) All persons attending the Board meeting may address the group during their allotted agenda time, unfinished business, new business, or when recognized by the President or other officer conducting the meeting; and
- (e) The officer conducting the meeting may limit the time allotted for discussions, questions or comments by participants.

**III.5 Voting.** When a quorum is present at any meeting of the Board, the vote of a majority of the members of the Board present shall decide any question before the meeting. The Board members shall be entitled to one (1) vote each. FOFA members who are not Board Members shall not be entitled to vote. The Members will elect the Board of Directors and fiscal year Officers at the September Annual Meeting, and approve the budget at the Annual Meeting in September, and vote on any other matters brought forth to the Members for resolution that were not resolved by the Board of Directors and Executive Committee. For Member voting purposes, a majority vote will consist of 51% of Members present and voting at a meeting providing a quorum is present. If a position is held by more than one person, it is the position that has the one vote. {or should we allow each person a vote}

**III.6 Contracts and Payments.** The Board must authorize entry into any contract or execute and deliver any instrument in the name of and on behalf of this Organization. Such authority shall be limited to specific instances. The Treasurer or President shall approve all payment requests and submit the request to the Fine Arts Department for processing.

**III.7 Expenditure Payments.** The Board of Directors shall approve all expenses of the organization. All requests for a fund payment must be made in writing and include appropriate documentation and support. Any and all fund transfer requests must be approved and dual-authorized by the Treasurer and the President. Checks will require both signatures and the Treasurer must obtain written approval by the President before releasing an electronic fund transfer. The payee cannot be a co-signer/authorize on their own check electronic funds transfer. The Treasurer must obtain another Board Member's approval.

**III.8 Volunteer Reimbursements.** Any DGS Friends of Fine Arts' volunteer may be reimbursed for reasonable committee expenses. To receive reimbursement, the volunteer must submit the Committee Expense Reimbursement Form that is available online at the DGS Friends of Fine Arts' Website or provided by the Board. The volunteer may elect to be reimbursed by check. In lieu of reimbursement, the value of the expenses can be considered a donation to DGS FOFA and be recognized as a Contributing member contribution.

## ARTICLE IV

### OFFICERS: BOARD OF DIRECTORS

**IV.1 Officers.** The officers of DGS FOFA shall be a President, a Treasurer and a Secretary. Vice President of Communications and Social Media, Vice President of Volunteer Resources, Vice President of Fundraising, and additionally the Fine Arts Department Chairperson. Each officer of this Organization shall be a member of this Organization during the membership year that said office is held. The Members may elect not to fill an Officer position but at a minimum, the Members must elect a President, Treasurer and Secretary. Officers shall serve without compensation for their services. Each officer of this Organization must be a parent of a student enrolled in the Fine Arts Curriculum at Downers Grove Community High School South.

**IV.2 Nominations.** More than one (1) person may be nominated for each office, in which case, the Nominating Committee shall place multiple names on the election ballot. During the regular meeting of the Board in March, an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination either by the Nominating Committee or from the floor.

**IV.3 Election.** Officers shall be elected annually at the Annual meeting of the Board in September. In order to be elected to an office, a nominee must be approved by a vote of the majority of the entire Board. Absentee votes shall be allowed, if requested by the President. The President shall abstain from voting, unless a tie-breaking vote is required to elect a nominee, other than President, to a specific office.

**IV.4 Term.** Officers shall assume their official duties at the close of the regular meeting in September and shall serve for a term of one (1) year.

**IV.5 Meetings.** All Officers are expected to attend the monthly General Meetings held September through May. In cases where attendance is not possible, he/she will designate a replacement.

**IV.6 Eligibility.** Any Contributing Member of DGS Friends of Fine Arts are eligible to hold an officer position. Two (2) persons may hold any office of this Organization. However, they shall share one (1) Board vote. Two (2) members of the same family may not hold the offices of President and Treasurer

concurrently. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. The exception would be that, if no other person desires an office, the current officer may continue to serve with an affirmative vote of a majority of the remaining members of the Executive Board.

**IV.7 Removal From Office.** Any Officer elected by the Members may be removed from office with or without cause upon an affirmative vote of a majority of the Board of Directors. Such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an Officer shall not of itself create any contract rights.

**IV.8 Absences.** If any officer is absent for three (3) consecutive meetings of the Board without prior notice having been given to the President, he/she shall automatically forfeit his/her place on the Board and shall be notified.

**IV.9 Vacancy.** If a vacancy occurs in an office, it shall be filled for the remaining term by appointment by the President and approved by an affirmative vote of a majority of the Board acting at a meeting at which a quorum is present.

**IV.10 Compensation.** All Officers and Board of Directors will serve without compensation for their services. No part of the earnings or assets of this corporation shall inure to the benefit of, or be distributed to, its Officers, Directors and Members, or related persons, other than students. Officers, Directors and Members shall not be personally liable for the debts, liabilities or other obligations of the corporation.

**IV.11 Duties.** The duties of the Officers and Board of Directors are to set the policies of Downers Grove South High School Friends of Fine Arts and manage the operations of the organization. Newly elected Directors shall officially assume their duties in September.

**IV.12 President.** The President shall be the chief executive officer of this Organization. The President shall have executive authority to see that all orders and resolutions of the Board are carried into effect and, subject to the control vested in the Board by these Bylaws, shall administer and be responsible for the overall management of the business and affairs of this Organization. The President shall preside at all meetings of the members and of the Board. The President shall perform all duties and have all powers which are commonly incident to the office of the chief executive, including general supervision and direction of all of the other officers, agents and representatives of this Organization. The President shall perform such other duties as from time to time may be delegated or assigned by the Board. Without limiting the foregoing, the President shall fulfill the following duties:

- (a) Preside at all meetings of members of this Organization or the Board, but the President may designate another member of the Board to preside at any such meeting;
- (b) Oversee and delegate the business and activities of this Organization;
- (c) Maintain, with the assistance of the Secretary and the Fine Arts Department Chairperson, an annual master calendar of events of this Organization;
- (d) Assist in the development of the annual budget;

(e) Appoint members to special committees and serve as ex officio member of all committees, such as to Appoint the Audit Committee and review the findings of the Audit Committee; Appoint the Bylaw Committee when needed and review their findings.

(f) Create additional positions and delegate duties as needed to promote the purposes of this Organization and to carry on the work of this Organization;

(g) Maintain communication and interaction with the Band and Choir booster organizations, Directors of the Music Programs, as well as the Visual Art Faculty;

(h) Regularly monitor and distribute the contents of the PO Box and the DGS Friends of Fine Arts' Mailbox in the Fine Arts Department

(i) Collect descriptions, materials and reports to pass on to future President;

(j) Serve as the parliamentarian to interpret Robert's Rules of Order. Reference: [https://drive.google.com/file/d/1Oytwa1gz8NMfjcUUD2SH-yT3r3OKC\\_6Q/view?usp=share\\_link](https://drive.google.com/file/d/1Oytwa1gz8NMfjcUUD2SH-yT3r3OKC_6Q/view?usp=share_link)

(k) Represent the Downers Grove South Friends of Fine Arts at various school and community events as requested by the DGS Fine Arts Department Chairperson

**IV.13 Treasurer.** The Treasurer shall be responsible for maintaining the Organization's accounting records and statements, shall keep full and accurate records of receipts and disbursements in books belonging to the Organization, and shall deposit or cause to be deposited monies in the name and to the credit of the Organization in such depositories as may be designated by the Board. The Treasurer shall maintain adequate records of all assets, liabilities and transactions of the Organization. In general, the Treasurer shall perform all the duties incident to the office of treasurer and such other duties as from time to time may be delegated or assigned by the Board or by the President. At the Treasurer's discretion, an individual may be appointed by the Board to manage the Treasurer's duties with respect to Student Accounts.

The Treasurer shall fulfill the following duties:

(a) Receive monies of this Organization and keep an accurate record of income and expenses;

(b) Keep an accurate record of receipts and expenditures, pay out funds in a timely manner. Prepare and provide monthly reports to the President and Board

(c) Disburse funds in accordance with the annual budget and as authorized by properly signed vouchers and receipts; Prepare and provide Bank Reconciliation Reports and a General Ledger

(d) Present a financial report, including status of funds, receipts, disbursements and balances, at every regular meeting of the Board, and at other times as requested by the President or the Board; Prepare Monthly and Year-to-Date Statement of Activity Reports as well as Year-to-Date Statements of Finances

(e) Assist in the development and Prepare an annual budget to be presented at the regular meeting of the Board in August and approved at the September meeting;

(f) Present an annual financial report at the Annual meeting in September; Present a Year to Date Budget-to-Actual Report

(g) Assist with communication and interaction regarding the maintenance and accountability of budgets, funds and accounts; Make available a copy of the most recent reconciled bank statements for the Audit Committee

(h) Secure two PO Lock Box keys and make them available to Officers, Committee Chairs and the Board of Directors when requested.

(i) Provide certified public accountants selected by the Board of Directors, with statements and records for the timely completion of tax returns.

(j) Update signing authority for two (2) directors or the President and Treasurer.

(k) Collect descriptions, materials and reports to pass on to future Treasurers.

**IV.14 Secretary.** In general, the Secretary shall perform all duties incident to the office of Secretary, and such other duties as are provided by these Bylaws and as from time to time are delegated or assigned by the Board or by the President. The Secretary shall fulfill the following duties:

(a) Record minutes of all meetings of the Board and maintain them in a permanent book and/or data file. The minutes shall include all matters put to a vote, with documentation of the originator of each motion, second and how each member voted.

(b) Take attendance at all meetings of the Board and determine the presence of a quorum;

(c) Assist the President to maintain rules of order during all meetings of members and of the Board;

(d) Provide minutes of the most recently completed Board meeting to all Board members prior to the next meeting for review and approval;

(e) Be responsible for external correspondence;

(f) Keep a current copy of the Bylaws of this Organization on file and for reference during General Meetings; and

(g) Collect descriptions, materials and reports to pass on to future Secretaries.

**IV.15 Vice President of Communication and Social Media.** In general, the VP of Communication and Social Media will develop, update and manage communication distribution for DGS FOFA through the DGS FOFA website blogspot, and all social media sites in effect; and will consult with the DGS Fine Arts Department Chairperson as needed.

(a) Monitor and respond to comments, questions and other notifications on social media outlets as needed

(b) Assist in the distribution of information on DGS FOFA and DGS Fine Arts activities and events by utilizing the social media outlets for DGS FOFA to increase the spread of information

**IV.16 Vice President of Volunteer Resources.** In general, the VP of Volunteer Resources will update and manage the available resources of volunteers for DGS FOFA activities and events

(a) Oversee all of the hospitality and volunteer activities of the organization

(b) Provide a list of opportunities for individuals to volunteer support for fine arts events at Downers Grove South High School which will be posted via the Friends of Fine Arts BlogSpot website

(c) Coordinate with all hospitality chairpersons to provide refreshments, supplies and decorations after concerts, art shows, or special events for students and parents

**IV.17 Vice President of Fundraising.** In general, the VP of Fundraising will oversee and coordinate all fundraising efforts for DGS FOFA.

(a) Coordinate and assist in research and development of all fundraisers

(b) Appoint sub-committee chairpersons for specific fundraisers, as needed and explain responsibilities

(d) Ensure the prompt remittance of fundraiser funds to the Treasurer and the accurate accounting of such funds with reports, including a summarized financial report at the conclusion of each fundraiser, in a timely manner

(f) Coordinate with the Fine Arts Department Chairperson and if necessary, complete any needed applications for permission to hold fundraisers with the Director of Student Activities and any other School Administration

(h) Notify the Vice President of Volunteer Resources of volunteer needs

**IV.18 Fine Arts Department Chairman.** The Fine Arts Department Chairman shall be designated by the School. The Fine Arts Department Chairman shall fulfill the following duties:

(a) Develop and maintain a calendar of events of this Organization as it relates to the Fine Arts Department calendar with the approval of the school administration and Student Activities Director;

(b) Assist in the development of the annual budget;

(c) Confer with the President and/or Treasurer concerning use of funds and student accounts;

- (d) Review and approve each student’s scholarship application before submitting them to the Board;
- (e) Review and approve each Grant Request application before submitting it to the Board;
- (f) Communicate or interpret information to and from the District, the School administration, the Fine Arts Department Staff and the Fine Arts Department students that is pertinent to this Organization;
- (g) Assist the President with communication and interaction with the Choir Booster and Band Booster organizations;
- (h) Assist the Organization with developing marketing and communication tools;
- (i) Assist the Organization with fundraising efforts including coordination with the Student Activities Director and communication within the Fine Arts Department and Parent communities.

## ARTICLE V MEETINGS

**V1.1 Attendance.** All Directors and Officers are expected to attend the monthly General Meetings. In cases where attendance is not possible he/she will/can designate a substitute. All Members are invited to attend the monthly General Meetings to provide their input and share their opinions.

**V1.2 Parliamentary Authority.** Robert’s Rules of Order shall govern meetings when they are not in conflict with DGS Friends of the Fine Arts bylaws or any other special/standing rules.

**V1.3 General Meetings.** The General Meetings of the DGS Friends of Fine Arts are typically held monthly from September through May on the second Tuesday of each month during the regular school year. The meetings will be held at Downers Grove South High School unless notice of another meeting place is provided to Members with a minimum notice of two (2) days prior to the time of the meeting, exclusive of any emergency situation. Notification of the General Meetings is provided on the Downers Grove South High School Fine Arts Calendar posted on the Downers Grove Fine Arts Blog as well as the DGS FOFA website.

**V1.4 Annual Meeting.** The Annual Meeting of the Downers Grove South Friends of Fine Arts will take place in September in conjunction with the September General Meeting at the time and place noted above. The Annual Budget is approved by the Members at this annual meeting.

**V1.5 Election Meeting.** The Election Meeting of the Downers Grove South Friends of Fine Arts will take place in September in conjunction with the September Annual Meeting. Members elect the Directors and Officers for the Fiscal Year at this meeting.

**V1.6 Special Meetings.** Special Directors’ or Membership Meetings may be called by the President or by the Fine Arts Department Chairperson. Notice of Special Meetings shall be delivered via email with a minimum notice of two (2) days.

**V1.7 Quorum.** A quorum of Members shall consist of at least eight (8) Members of the organization present at a meeting. A quorum of Directors shall consist of a majority of the Board of Directors in office and present at a meeting; provided, that in no event shall consist of less than three (3) of the Directors in office.

**V1.8 Voting.** A majority vote shall consist of fifty-one (51%) of Members present and voting at a meeting providing a quorum of Members is present. If any vote of the Board of Directors results in a tie, the matter will be brought before the Members for a vote

**V1.9 Policy Changes.** All changes in policy shall be discussed at a General Meeting and decided by a majority vote of the Directors where a quorum is present

## **ARTICLE VI COMMITTEES**

**VI.1 Committees.** The President or Officers may designate one or more committees. The Chairman of such a committee shall be appointed by the President and be a member of the Board. Other individuals serving on the committee may be appointed by the Committee Chairman and approved by the Board. Committees may consist of general members and board members. Any member of any committee may be removed from such committee either with or without cause, at any time, by a vote of two-thirds of the members of the entire Board. Each Committee Chairman shall document the proceedings of the committee and provide copies of the same to the Board, and shall report to the Board when required or requested. The Secretary of this Organization shall record committee reports in the records of this Organization. The Committees of this Organization may fall under, but are not limited to, one or more of these categories:

- (a) Fine Art Event Coordination
- (b) Fundraising
- (c) Marketing and Communications
- (d) Membership
- (e) Scholarships
- (f) Special Projects

**VI.2 Bylaws Committee.** The Bylaws Committee is a special committee, which may be formed when a need to review the current Bylaws of this Organization occurs. The President shall appoint no less than two (2) committee members, who shall be approved by the Board. The Bylaws Committee shall choose its own chair before the close of the regular meeting at which they are appointed. The Bylaws Committee will convene not less than biennially. Written copies of any amendments to these Bylaws shall be provided to the Board ten (10) days prior to the regular meeting at which they are to be considered.

## **ARTICLE VII**

### **AMENDMENTS**

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted at any regular meeting of the Board by the affirmative vote of two-thirds (2/3) of the members of the entire Board; provided, however that written notice of the proposed amendment, including an accurate and complete written copy thereof, shall have been given to all members of the Board at least ten (10) days prior to the date of the regular meeting at which the amendment is to be considered. The Members do not have the right to vote on changes to

the Bylaws. Amendments to these Bylaws shall become effective immediately upon adoption, unless a later date is specified at the time of adoption.

**ARTICLE X DISSOLUTION OF THE CORPORATION**

In the event of the dissolution of the Corporation, the Board of Directors shall, after paying and making provision for the payment of all of the liabilities of the Corporation, distribute all of the remaining assets of the Corporation (except any assets held by the Corporation upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with such requirement(s) for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, or to Community High School District No. 99, DuPage County, Illinois for a public purpose, as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the court of general jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

ADOPTED

President \_\_\_\_\_

Ann Andreshak

Secretary \_\_\_\_\_

Tricia Harvat

## APPENDIXES

### A – SCHOLARSHIP CRITERIA and APPLICATION

- The Summer Study / Equipment Scholarship is open to all Freshmen, Sophomores, and Juniors currently enrolled in the Fine Arts Department at DGS, and who are registered in the Fine Arts Department during the next fall semester.
- The Applicant must be in good academic standing.
- The Applicant must complete the application in full and meet the specified deadline.
- The intended use of this scholarship is for the applicant to seek financial assistance with either the costs of furthering their fine arts education during the summer, or to assist the student financially with the purchase of the necessary equipment for their fine arts pursuit (i.e., instrument, art supplies, etc.).
- The Applicant may only apply for one FOFA Scholarship during the current school year.
- All Applicants' applications are submitted to the Fine Arts Department Chairman for review prior to presenting to the FOFA Board for selection. The application will be in the form of a google worksheet.
- For impartiality, the question responses will be blinded as reviewed by impartial parties, that may include DGS faculty.
- The Scholarships are awarded based on merit, the availability of funds, and decisions made at the discretion of the FOFA Board. The maximum individual award available at any given time is \$500.
- The Scholarship timeline is as follows:
  - Applications are made available to the students beginning in January;
  - Applications are due late in March, prior to Spring Break; and will take a minimum of 14 days to review and reach any decisions;
  - Applications are presented and selected for Scholarship Awards at the April FOFA Board meeting;
  - Scholarship Winners are presented at the annual DGS Awards night (usually in late April or early May).
  - Scholarship recipients must present proof of attendance and receipts for award reimbursement from summer camp/lessons/classes or equipment. Reimbursement requests must be made no later than 60 days after purchase or attendance. (Amendment ratified 12/4/23 FOFA Meeting)
- The Scholarship applications are distributed through the Fine Arts Department Faculty and are available on the FOFA website.

**Friends of Fine Arts**

**Fine Arts Summer Study/Equipment Purchase Grant**

**Application**

*Return completed form to Mr. Lowrey in Room B122  
on or before the Monday prior to the start of Spring Break, for example, March 18, 2024.  
Only one application per student will be considered.*

**Name:** \_\_\_\_\_ **Year in school:** \_\_\_\_\_ **Summer Study\Equipment**  
**(Circle one of the above)**

**Instrument(s) / Voice part/ Strongest Visual Art Media:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Current G.P.A.:** \_\_\_\_\_ **Counselor Name:** \_\_\_\_\_

**Fine Arts Course (s) in which you are enrolled for 2023-2024:** \_\_\_\_\_

*Enrollment in a 2024-2025 Fine Arts Course is an expectation to receive a Scholarship.*

**Complete for Summer Study Grant Request**

- 1) Describe the course of study you intend to pursue this summer with this grant:
- 2) Where is this camp located? Please provide the exact street or billing address, city, state, and zip code.
- 3) What are the dates of this course of summer study?
- 4) What is the TOTAL cost of tuition (and room/board if applicable) for this course of summer study?
- 5) Are there other anticipated expenses if you attend this course of summer study? If so, what are they?
- 6) Have you applied or been accepted to this course of summer study? If so, please check one and attach proof of application or acceptance with this application. If you have not yet applied to the camp/course of summer study, please do so BEFORE submitting this application to Mr. Lowrey.

\_\_\_ I have applied and am awaiting a response.

\_\_\_ I have applied and been accepted.

**Complete for Equipment Purchase Grant Request**

- 7) Describe the musical instrument/art equipment that you plan to purchase with this grant:
- 8) Who and where is the place of purchase? Please provide the exact street or billing address, city, state, and zip code.
- 9) What is the time frame of purchase?
- 10) What is the NET cost of the purchase? Consider sales, trade-ins, rental equity, etc.
- 11) Why is the purchase of this instrument/equipment important to your fine arts pursuits?

**Complete for Private Individual Areas of Study**

- 12) In what area are you doing private study?
- 13) With whom and where (address) are you studying?
- 14) What is the cost of the lessons/private area of study/class?

**Complete for ALL Grant Requests**

- 12) In the space provided below, please list any academic and or music awards that you have received.

- 13) In the space provided below, please list any ways in which you feel you have contributed positively to the Fine Arts program at Downers Grove South High School (i.e. serving as a band/choir/orchestra officer or student leader for marching band, helping at a “work day”, volunteering time to the music boosters, working as an assistant in the Fine Arts Office, art club, community art projects, art aid, etc.)
- 14) On a separate sheet of paper, please type a short essay that details the reasons why you would like to receive a Friends of Fine Arts Scholarship. Your essay should be no more than one full page (350-500 words) and exhibit proper English grammar. Your essay will be read only by Mr. Lowrey and the FOFA Executive Board, and will be evaluated on sincerity, honesty, clarity and vision.
- 15) The information provided is accurate. We are including with this application, either proof of application or proof of acceptance to this course of summer fine arts study; alternately, we are including a letter of intent and invoice with whom the private lessons shall occur, or a receipt from the completion of the recent lessons. We understand that if our student is awarded a scholarship by the FOFA, that payment of the scholarship will likely be made directly to the camp, and not to us personally. Under certain circumstances the check may be personally made to the student/parent as a reimbursement for the class, lessons, equipment, supplies or camp fees already paid based on provided receipts. We also understand that recipients are selected collaboratively by Mr. Lowrey, Fine Arts Department Chairperson, and the FOFA Executive Board and an impartial jury.

\_\_\_\_\_

(Signature of Parent/Guardian)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature of second Parent/Guardian - optional)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature of student applicant)

\_\_\_\_\_

(Date)

## **APPENDICES continued**

### **B – GRANT REQUEST CRITERIA and APPLICATION**

- The Grant Request process is open to all Fine Arts Department Faculty as well as to the Band and Choir Booster organizations.
- The initiator of the Grant Request must complete the application in full.
- The intended use of this grant request is for the applicant to seek financial assistance in the areas of capital expenditures, the sponsorship of educational opportunities, and event support to enhance the educational experience of DGS Fine Arts students.
- All Applicants' applications are submitted to the Fine Arts Department Chairman for review prior to presenting to the FOFA Board for selection.
- The Grants are awarded based on merit.
- The Grant Request process is as follows:
  - Applications may be submitted at any time during the school year to the Fine Arts Department Chairman;
  - The Fine Arts Chairman will review all Grant requests;
  - The Fine Arts Chairman will submit the Grant requests deemed appropriate to the FOFA Board for consideration;
  - Applications may be considered at any time during the school year; however, decisions on capital expenditures are usually done during the months of April and May once it is known how much money is available for such projects.
  - The minimum response time shall be 14 days.
- The Grant request applications are distributed through the Fine Arts Department Chairman and the FOFA President.
- All grants will be approved on an annual basis. If this request is for multiple years of support, a copy of the request must be updated and resubmitted each year.

**Friends of Fine Arts**

**Fine Arts Support Grant Application**

*Return completed form to Jerry Lowrey, Fine Arts Department Chairman. Grants will be voted on at the next monthly FOFA Meeting which occurs on the first Monday of each month.*

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Organization Benefiting from Grant:** \_\_\_\_\_

**Grant Requested For (Circle one):** Capital Improvement Instrument(s) Event Support Other

**If grant requested is approved where should the funds be sent:**

**Transfer to DGS Account:** \_\_\_\_\_

**Mail Check to:**

**Vendor or Organization:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**For Grant Request to be considered the following information must be provided:**

1. Describe the purpose of this grant?
  
  
  
  
  
  
  
  
  
  
2. What is the TOTAL cost of the project for which the grant is being requested?

3. What is the grant amount being requested? Please attach receipts, invoices or appropriate supporting documentation.
  
4. What other means will be used to pay for the completion of this project?
  
  
  
  
  
  
  
  
  
  
5. Time period for which this grant is being requested? All grants will be approved on an annual basis. If this request is for multiple years of support, a copy of the request must be updated and resubmitted each year.
  
  
  
  
  
  
  
  
  
  
6. Have you applied for a previous FOFA grant for this project? If so, when and what was the outcome of that grant request?
  
  
  
  
  
  
  
  
  
  
7. Please provide any additional information you feel important for the FOFA Board to consider with regards to your grant request.

\_\_\_\_\_

(Signature of Grant Requestor)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature of Department Chair or Booster President)

\_\_\_\_\_

(Date)

**APPENDIXES continued**

**Future Development of: Contract Request Form for Clinician Services**

**Future Development of: Requisition Request Form**

APPENDIXES continued

**D – EXPENSE REIMBURSEMENT PROCEDURE**

**Friends of the Fine Arts  
Reimbursement Request Form**

The following summarizes expense(s) made for FOFA activities.

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

**Event Summary**

<b>Date</b>	<b>Vendor</b>	<b>Items</b>	<b>Amount</b>	<b>Notes</b>

Please send a check for the total amount to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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Submitted by:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit receipt(s) along with this form when available.

Thank you,  
FOFA Treasurer