

## DENBIGH BAPTIST CHRISTIAN SCHOOL

### ANNUAL CAMPAIGN

The Denbigh Baptist Christian School (DBCS) Annual Campaign is an ongoing opportunity to invest in Christian education. DBCS will use funds raised during the annual campaign strategically, as allocated below, to build the long-term health of the school. DBCS does not intend to use Annual Campaign funds to pay normal day-to-day operating expenses.

The School Management Team (SMT) is elected from members of Denbigh Baptist Church to oversee the operation of DBCS. The SMT will approve all categories or projects in which Annual Campaign funds will be used along with the percentage/amount of funds allocated to each category or project. The Annual Campaign funds will be administered by the DBCS Administrator. The Administrator will report to the SMT quarterly or as requested on funds received, funds used, and any other pertinent information with respect to the Annual Campaign. The Administrator does not need approval from the SMT to expend funds on specific items in a given category (selecting a particular training course or approving a particular teacher's application for tuition assistance for example).

DBCS is a ministry of Denbigh Baptist Church, Incorporated, a tax-exempt organization. All donations to the DBCS Annual Campaign will be used solely for the purposes as described below and are fully tax deductible.

Donations to the DBCS Annual Campaign will be allocated as follows:

1. Operations Reserve (25%) – DBCS desires to have an operations reserve to cover 3 months of operating expenses. The purpose of the reserve is two-fold. First, the reserve would be used to continue to pay staff salaries and benefits for a period of up to 3 months following a natural or man-made disaster (hurricane, tornado, fire, etc) that prevents the school from operating. This would allow DBCS to remain current on obligations such as insurance and to provide the staff a transition period of income should the school be closed for an extended period of time. Second, the operations reserve would be used to provide stability to the school staff during a year of unforeseen low enrollment. For example, in the spring of a given year, lower than anticipated registration for the following year can force DBCS to delay renewing or not renew staff contracts without knowing what the actual enrollment will be in the fall. Similarly, late summer registrations can cause a last minute scramble to find additional staff. The DBCS Administrator, in close consultation with the School Management Team, may choose to use a portion of the reserve to carry staff through a period of unanticipated lower enrollment in anticipation of future needs.
2. Staff Training and Education (25%) – DBCS believes that our staff is one of the greatest assets we have to offer families seeking a Christian education. As in any school, teachers are the key to providing a strong education. Always seeking to improve our staff and to provide opportunities for self-improvement, a portion of the Annual Campaign will be dedicated to staff training

and education. These funds will be used to provide staff-wide training on particular topics. In addition, staff may apply to use a portion of the funds for tuition assistance in pursuit of graduate-level education. Tuition assistance is only approved on a case-by-case basis by the DBCS Administrator in accordance with policy approved by the SMT.

3. Technology Investment (25%) – DBCS is making a concerted effort to incorporate technology in innovative ways to enhance the education process. A portion of the Annual Campaign funds will be invested in technology in individual classes, classrooms, and throughout the school. Investments may include, but are not limited to, classroom computers, projectors, and cameras, computer labs, printers, the campus network, and tablet computers for staff and students.
  
4. Facility Investment (25%) – DBCS operates on the campus of Denbigh Baptist Church. The church's Property and Facilities Team is responsible for routine maintenance of the facilities. However, DBCS is the primary user of many of the facilities. As such, DBCS will invest a portion of the Annual Campaign funds in the classroom and campus facilities that are primarily used by the school. These investments may include but are not limited to new desks, upgraded lighting, replacing dry erase boards, security cameras, upgrades to the gym, kitchen, and library, upgraded heating and air conditioning units, and replacement of vans and buses. In addition, DBCS may contribute facility investment funds to a building or renovation project initiated by the church that provides significant benefit to the school. These could include but are not limited to paving additional park areas, upgrades to the main sanctuary, or a new building.