



## Annual Events

### First Annual AMISEF YARD SALE

**Saturday, September 26, 2009, 8:00am- 12:00pm**  
 [RAIN DATE of Saturday, October 3]

Clean out your closets and garage for a good cause. We need your unwanted stuff (and the unwanted stuff of your neighbors, relatives, etc.) You'll get a tax deduction and we'll try to arrange for pick-up of items as needed. Yard sale will take place in the school's parking lot. Please drop off donated items to the school office at any time during school hours (8:30am-6pm). **We are accepting donations NOW through Friday, September 18<sup>th</sup>.**

### Annual Spring Auction for Financial Aid

**Saturday, March 6, 2010, Time to be determined**

We are in the early planning stages of the Spring Auction. We need an auction co-chairperson and lead volunteers for auction planning, donation procurement and corporate sponsorship, volunteer coordination, and database administration.

### Ongoing support

Check and cash donations are welcomed at any time! Please make checks out to the "AMIS Education Foundation" and submit to Stephanie in the AMIS Office.

## Quick Facts

### What is the AMIS Education Foundation (AMISEF)?

The AMISEF is an independent, nonprofit, 501(c)(3) organization with its own governing body and Board of Directors. The Foundation and school work together to identify priorities for funding.

### What is the AMISEF's mission?

The primary purpose of the Foundation is to build a diverse community at AMIS by providing financial assistance in order to attract students to AMIS from economically diverse backgrounds. AMISEF also raises funds for classroom enrichment and to supplement teacher training.

### Why do we have the AMISEF?

AMIS is currently a for-profit corporation. As a 501(c)(3) nonprofit organization, the AMISEF can raise funds that benefit the school community while providing a tax benefit to donors.

### How is AMISEF different from the AMIS Parent Association?

The Foundation is a separate entity from the school, run by parents of students and alumni and by other volunteers that make up the board and head its

committees with no school employee representation. However, volunteering hours for the Foundation count towards Helping Hands volunteer hours for the school.

### What does the AMISEF do?

The AMISEF is responsible for the following:

- 1) Management and implementation of fundraising activities for financial aid, capital expense projects (e.g. school playground enhancements), classroom enrichment (e.g. computer lab), and other needs not expressly covered by school tuition
- 2) Identification of financial aid recipients (through its relationship with the National Association of Independent Schools' School and Student Service for Financial Aid (SSS))
- 3) Establishment of working relationship with AMIS to continually prioritize and fund school needs
- 4) Communication back to AMIS families as to how the funds are being spent

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## Volunteer Needs

We have a constant need for volunteers. Below is a list of some of our needs by committee. If you are interested in volunteering in any way, please contact Diana Bartlett, AMISEF President, at [dibartlett@bellsouth.net](mailto:dibartlett@bellsouth.net).

#### o Legal:

Create content copy for the Annual Report and a board operations and policy manual

#### o Financial:

Work with Fran Gary, AMISEF Treasurer, to complete annual tax documents and create financial planning documents

Create tax receipts for donors

#### o Marketing:

Take photos during yard sale, auction, and other fundraisers

Provide or source graphic design, branding, or advertising support

Create content copy for website, brochures, newsletters, and e-mail communications

Manage website design and content

#### o Fundraising:

*Yard Sale:*

Donate items and promote locally to maximize donations (everyone!)

Lend us tables to display items (at least 15 needed)

Organize donated items and price them (3 volunteers needed)

Sign up for a two hour shift at the yard sale (7am-9am, 9am-11am, 11am-1pm) [6 volunteers per shift needed]

Secure truck to pick up large donated items on a case-by-case basis [2-3 volunteers needed]

*General needs:*

Research and/or write grants

Seek out corporate sponsorship and identify fundraising opportunities