



Children's Jubilee Fund

New Member School Application

Part 1 | Introduction and Directions

Thank you for your interest in becoming part of the Children's Jubilee Fund Network of Schools. Since 1997, Children's Jubilee Fund (Jubilee) has worked to provide different opportunities for low-income city dwelling K-12 students through scholarships that allow them to attend Christian schools in the Philadelphia metro area.

Jubilee focuses on Christian schools that serve our core constituency of students who live in metropolitan areas, and would otherwise attend neighborhood public schools that the state identifies as under-performing. We want our network schools to be sources of new academic opportunities for students to explore and live up to their God-given academic potentials. But since we were also created to live in community with God and with one another, we want our network schools to offer discipleship so that students can come to know the Lord and to grow in their love for him. They also need to be safe places for students to enjoy enriching relationships with peers and Christ-affirming adults.

The criteria to become a Jubilee Network School includes each of these three dimensions: **academics, discipleship, and fellowship**. The questions you'll encounter in this application package will help Jubilee understand your school along these three dimensions.

Some questions in this application package require very exact demographic information. Others require a more thoughtful, subjective response. We encourage you to tell us the story of your school and to help us experience the beauty and complexity of its mission as you answer those questions.

Please type directly into this application, save it as a distinct document, and then email it back to tim@jubileefund.org with any attachments to support your responses. The Jubilee Board of Directors will review your application, conduct a site visit to your school, and then make a determination about whether to invite you to join the Jubilee Network.

Funding for schools is made on a fiscal-year basis, with scholarship checks generally sent to schools in October and March. Funding for particular schools is based on student population demographic information collected on the Annual Information Form, which schools typically submit in the spring of each year.

If you have any questions about the application package, please contact Jubilee Executive Director Tim Geiger at tim@jubileefund.org.

Part 2 | General Information

School Name

Street Address

City, State, Zip

School Phone

School Fax

School Website

Head of School (HOS)

HOS Email

HOS Phone

Primary Jubilee Contact (PJC)*

PJC Email

PJC Phone

**Primary Jubilee Contact is the official at the school responsible for gathering, completing, and submitting scholarship packages to Jubilee. In many schools, the PJC is the Development Director, Financial Aid Officer, or Administrative Assistant.*

1. Is the school accredited by an academic accrediting association? Yes No

If the school is accredited, please provide:

Name of the accrediting association

Date of your last accreditation

If the school is not accredited, please provide:

The date when you expect to complete the process

The name of the accrediting association to which you have applied

▶ **Please attach** a certificate of completion or ongoing engagement with your accrediting association.

2. What standardized test(s) (Keystone, PSSA, Stanford 10, Terra Nova, etc.) does the school administer to track annual academic progress for students?

Does your school have a summary sheet of the schoolwide results of such testing? Yes No

▶ If "Yes," **please attach** a copy of that summary.

What percentage of your students performed at or above grade level?

3. What was the total dollar amount of scholarships or tuition discounts granted by the school itself (not including any outside funding) in the most recent school year?

What percentage of your total annual tuition does the above number represent?

What percentage of your students pay the full amount of their annual tuition?

4. What is your tuition for the following grade levels in the current school year?

Kindergarten

Grades 1-5

Grades 6-8

Grades 9-12

5. What percentage of your students is considered "low-income" or qualifies for Federal Reduced or Free Lunch Programs?

6. Does your school have a Development official, an employee whose primary responsibility it is to fundraise, or do you use a paid fundraising professional? Yes No

7. Please briefly summarize your school's fundraising philosophy, and list major annual fundraising campaigns and events that support your operating budget.

8. **For Pennsylvania schools only:**

Are you registered to receive OSTC scholarships? Yes No

If yes, do you wish to receive OSTC scholarships from Jubilee? Yes No

9. Does your school currently have non-profit, tax exempt status with the Internal Revenue Service? Yes No

10. What grade levels does your school currently offer?

11. Does your school currently conform to all local fire and zoning codes? Yes No

If you answered "No" to the above question, please explain.

12. Is your school legally registered within the state in which you operate? Yes No

13. Does your school have an annual financial audit or financial review by a certified accounting firm or by the parent agency (church or other organization) that owns or operates your school?

Yes No

If you answered "No" to the above question, please explain.

► **Please attach** a copy of your latest reviewed or audited financials.

14. Is your school affiliated with a church or denomination? Yes No

Which church or denomination?

15. Does your school have its own Board of Directors (school board)? Yes No

If "No," to whom is school leadership accountable?

16. Please explain what kind of Bible or faith training your students receive as part of their education.

17. Which curriculum/curricula does your school use?

18. What kinds of extracurricular opportunities does your school offer to students and their families?

19. Please briefly explain your school's philosophy of discipleship for students.

20. Please briefly explain how your school promotes fellowship and positive peer relationships among students.

Part 3 | School Demographic Information

21. What is your school's enrollment in the current academic year?

Elementary (K-5)

Middle (6-8)

High School (9-12)

22. How many of your current students reside within the boundaries of any of the following school districts: Philadelphia, Chester-Upland, Norristown, or Camden?

Elementary (K-5)

Middle (6-8)

High School (9-12)

23. What is the approximate ethnic breakdown of your current student population?

African-American

Asian

Caucasian

Hispanic

Native American

Other

24. What is your school's unused capacity in the current academic year? In other words, how many additional students could you accommodate at each level?

Elementary (K-5)

Middle (6-8)

High School (9-12)

25. From which neighborhood(s)/municipalities have your students typically come?

Part 4 | Children's Jubilee Fund Statement of Faith

Along with Children's Jubilee Fund, our school affirms:

1. That the Bible is the only inspired, infallible and authoritative Word of God;
2. That there is only one God, eternally existent in three persons: Father, Son and Holy Spirit;
3. The deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory;
4. That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential;
5. That a person becomes justified by grace through faith in the Lord Jesus Christ;
6. The present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life;
7. The resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation;
8. The spiritual unity of believers in our Lord Jesus Christ and His church.

By signing this application to join the Jubilee Network of Schools, we affirm that our school agrees with this statement of faith.

Part 5 | Financial and Fundraising Standards

Schools that are part of the Jubilee Network must abide by basic, widely-accepted standards for both fundraising and internal financial management. We believe such standards to be consistent for Christians soliciting and managing money. Christians must be above reproach when dealing with finances, realizing that mishandled funds or even the appearance of impropriety impacts the faith of other believers--and even unbeliever's opinion of the Lord himself.

Furthermore, in handling the gifts and payments of others, we are called to a ministry of wise stewardship for that money. It is to be used wisely and prayerfully to accomplish the Lord's work through schools and other related organizations. It is too easy a matter to prove poor stewards through either being covetous and careless with the Lord's money, or through being too stingy, failing to compensate employees fairly and being too fearful to spend money appropriately.

We believe that **fundraising standards** are well summarized by the Association of Fundraising Professionals in their [*Code of Ethical Standards*](#). These standards promote integrity and accountability in asking donors to entrust us with their gifts.

The Evangelical Council for Financial Accountability (ECFA) offers [*Seven Standards of Responsible Stewardship*](#) that summarize wise **stewardship of monies already received**. These standards help guide schools to follow sound accounting practices, to comply with local, state, and federal authorities that have jurisdiction over them, and to be accountable to both donors and Boards.

Jubilee follows these standards, and requires schools in our network to affirm them. By signing this application, you acknowledge that you likewise affirm them.

Part 6 | Acknowledgment and Signatures

*By signing this application I affirm that all of the information herein is accurate to the best of my knowledge. Further, I acknowledge that I have read and affirm the **Statement of Faith** on Page 6 and that I have read and affirm the **Financial and Fundraising Standards** referred to on Page 7.*

Head of School Signature

Board Chairperson Signature

Date

Date

Please submit this completed and signed application, with supporting documentation attached, to Tim Geiger at tim@jubileefund.org. Please contact the Jubilee office at 215-233-9866 if you have any questions.