

 BISHOP CHATARD HIGH SCHOOL

FUNDRAISING POLICY

I. GENERAL STATEMENT OF POLICY

- A. Bishop Chatard High School recognizes a desire and a need for fundraising.
- B. Bishop Chatard High School recognizes a need for restraint to prevent fundraising activities from becoming too numerous or overly demanding on employees, students and the general public.
- C. The Bishop Chatard High School advancement office has the responsibility to monitor, support, supervise and control all fundraising activities associated with official school programs and activities.
- D. The advancement office will maintain a fundraiser calendar for Bishop Chatard High School.

II. PURPOSE

- A. Ensure a consistent and fair procedure for approving all fundraising activities; both existing events and new.
- B. Coordinate a fundraising calendar which will ensure that all fundraising activities are carried out in a positive manner and are beneficial to all.
- C. Ensure that all receipts are handled and accounted for in the accordance with the internal financial controls according the Archdiocese of Indianapolis.

III. DEFINITIONS

- A. School fundraising is the selling of product, providing a service or activity, or requesting donations. School fundraising directly funds school programs.
- B. A charitable giving campaign solicits funds for a charitable cause not directly related to a school program and aligns with the teachings of the Catholic Church.

IV. APPROVAL PROCESS

- A. Submit the “fundraising request form” to the advancement office prior to **August 31, 2011**.
- B. The advancement office, in collaboration with the administration, will analyze the fundraiser upon the following criteria:
 - 1. The fundraiser must not detract from or conflict with the greater fundraising efforts of the school (i.e. Annual Fund, Capital Campaign, Chatard-A-Bratton, Golf outing, etc.).
 - 2. The fundraiser balances the necessary time with the amount of proceeds raised.

3. A clear fundraising plan must be submitted by a Bishop Chatard student or employee.
 4. The fundraiser promotes class or school community.
 5. The activity provides students with a positive philanthropic experience.
- C. At the conclusion of the fundraiser, the sponsoring group will submit a Final Fundraising Report to the Advancement Office.

V. IMPLEMENTATION GUIDELINES

- A. In general, no school fundraising will be approved where merchandise or food is sold for profit. "Experience based" fundraising is strongly encouraged. Examples include:

Suggested fundraising activities:	Not approved:
Dance for Kids	Cookie dough sales
Indy 500 race clean-up	T-shirts for profit
Car wash	Doughnut sales
Spring yard clean-up	Change collection at athletic contests

- B. Fundraising for an individual person will not be approved.
- C. Participation in fundraising is voluntary. Team or group involvement is encouraged.
- D. Bishop Chatard funds cannot be used to off-set, front-fund or pre-pay expenses for fundraisers.
- E. A group's compliance or lack thereof, with this policy will be considered in future fundraising application requests.
- F. Exceptions to this policy or to any part of it should never be assumed by the fundraising group, but will only be granted by the way of the application process.