



BISHOP CHATARD HIGH SCHOOL

FUNDRAISING POLICY

I. GENERAL STATEMENT OF POLICY

- A. Bishop Chatard High School recognizes a desire and a need for fundraising for the greater good of the school.
- B. Bishop Chatard High School recognizes a need for restraint to prevent fundraising activities from becoming too numerous or overly demanding on students, families, faculty/staff and the general public.
- C. The Bishop Chatard High School fund development office has the responsibility to approve, support, supervise and control all fundraising activities associated with official school programs and activities.
- D. The internal fundraising committee, comprised of director of fund development, director of business operations, director of athletics, director of campus ministry and the principal will determine approval for non-BCHS fundraisers.

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 to the Archdiocese of Indianapolis.

III. DEFINITIONS (for Internal fundraising)

- A. School fundraising at BCBS is providing a service or activity for a cost, or requesting donations for a club, team or program. School fundraising directly funds school programs (athletic teams, clubs).
- B. Charitable giving campaign solicits funds for a charitable cause not directly related to, or with benefit to BCBS and aligns with the teachings of the Catholic Church, with preference to student-initiated effort (e.g., BCBS for kids, Best Buddies, disaster relief, Hoop).

IV. APPROVAL PROCESS

- A. Submit the fundraising request form to the Advancement office prior to
September 1 for 1st semester fundraising
December 12 for 2nd semester fundraising
May 1, for summer fundraising
- B. The Internal fundraising committee will determine acceptable charitable giving campaigns and school fundraisers using the following criteria:
 - 1. Aligns with Catholic teaching and mission of Bishop Chatard High School.
 - 2. Does not detract from, or conflict with the greater fundraising efforts of the school (i.e. Annual Fund, Capital Campaign, Chatard-A-Bration, Golf outing, etc.).
 - 3. Promotes class or school community.

4. Provides students with a positive philanthropic experience.
5. A total number of projects for the whole school during the year not to exceed six (6), not more than one a month during the school year and excluding the months of current BCHS fundraising events. August/September (AF), February (CAB) and April (Day of Giving and WAT).
6. It is a student or faculty/Staff request for a 'project' for which they have proven involvement from Principal or President.
7. Detailed plan is in place regarding all aspects of collection, promotion and distribution of funds.
8. Charity Days will run thru campus ministry; school event will run thru principal's office.

- **Raising funds for an individual is not allowed by BCHS or the Archdiocese of Indianapolis.**
- **BC Advancement office is not involved in any non-BCHS fundraising efforts, i.e., collecting, counting, depositing, distributing of funds Per BCHS and Archdiocese policy.**

V. PROCEDURES

- A.) A clear fundraising plan is submitted by a BCHS student (with direction from club moderator, team coach, or department supervisor) or a BCHS faculty/staff member, using the **Fundraising Form** and submitted to Advancement office for committee review and approval.
- B.) Committee to be made up of members from the following areas: Principal's office (J Hansen), Business office (D Thompson), Advancement (M. Ruffing), Campus Ministry (R. Wagner), Athletics (M. Ford), and one teacher (?)
- C.) Once approved, communication to all areas involved (i.e. cafeteria, classroom, gym), including the facilities manager is expected and the responsibility of the sponsoring group managing the fundraiser.
- D.) Promotion of event will run through Marketing and Communications office (K. Lucas) via **Promo form** found at www.bishopchatard.org/promo/.
- E.) At the conclusion of the fundraiser, the sponsoring group will submit a final fundraising report to the advancement and business office, within 30 days that will include expenses, income, distribution of funds, and beneficiaries of the effort.

VI. IMPLEMENTATION GUIDELINES

- A. In general, "experience based" and "service based" fundraising is strongly encouraged

Suggestions include:

- Indy 500 clean up
- Spring or Fall yard clean up
- Car wash
- Babysitting on site for kids of certain ages
- Movie night at BCHS
- Holiday gift wrapping
- Training or teaching after school or in the summer
- Charity Spirit Days

Areas we steer away from:

Change collections at athletic contests (or other venues)

Raffles (this is reserved for all school fundraising)

Auction style fundraising (this is reserved for all school fundraising)

Purchasing items to resell for profit (T-shirts, food, etc.)

- B. Participation in fundraising is voluntary. Team or group involvement is encouraged.
- C. A group's compliance or lack thereof with this policy will be considered in future fundraising application requests.
- D. 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.

VII. **BCHS Social Media** (any social media that includes BC name, mascot or logo) and fundraising:

- A. Twitter, Facebook, Instagram, etc.: Donation links to non BCHS fundraising sites is not permitted.
- B. Promotion for an **approved** fundraiser in Bishop Chatard newsletters, social media and other promotional materials will run through the BCHS marketing/communications office via the promo form at www.bishopchatard.org/promo/. A signed approved fundraising form is necessary.