



# 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, and our community.
- C. The Bishop Chatard High School Advancement office has the responsibility to approve, support, and supervise all fundraising activities associated with official school programs and activities.
- D. The internal fundraising committee, comprised of exec. dir. of development, director of finance, director of athletics, exec. dir. 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 for new and existing efforts.
- B. Coordinate a fundraising calendar to ensure all fundraising activities are carried out positively and are beneficial to all.
- C. Ensure that all receipts are handled and accounted for according to the internal financial controls of the BCHS business office and the Archdiocese of Indianapolis.

### III. DEFINITIONS (for Internal fundraising)

- A. **School fundraising at BCHS** is defined as - providing a service or activity for a donation by a club, team, or program. BCHS fundraising directly funds BCHS programs (athletic teams, clubs).
- B. **Charitable giving at BCHS** is defined as - soliciting funds for an outside charitable cause not directly related to, or with benefit to BCHS (e.g., BCHS for kids, Best Buddies, students united for disaster relief).

### IV. APPROVAL PROCESS

- A. BC team, club, and program fundraising will first meet the approval of the Finance office, and will then submit a **fundraising request form** to the Advancement office before

**September 1 for 1st-semester fundraising**

**December 12 for 2nd-semester fundraising**

**May 1, for summer fundraising**

B. Internal fundraising for non-BCHS charitable giving (Charity Spirit Days, clubs or programs wishing to support a non-BCHS effort) the following criteria will be used:

- 1) Aligns with Catholic teaching and mission of BCHS
  - 2) Does not detract from, or conflict with the overall fundraising efforts of the school (i.e., Annual Fund, Capital Campaign, Chatard-A-Braton, Walk-a-thon, Day of Giving).
  - 3) Promotes class unity, BC unity, and/or BC community.
  - 4) Provides students with a positive philanthropic experience.
  - 5) The number of projects should not exceed six (6) during the school year, not more than once a month, and exclude the months of BCHS fundraising events. August/September (AF), February CAB) and April (Day of Giving and WAT).
  - 6) Request is made by club moderator or faculty lead for the student group for a 'project' for which they have proven involvement in and approved by the Principal or President.
  - 7) A detailed plan is in place regarding all aspects of the collection, promotion, and distribution of funds.
- **Charity Days will run thru campus ministry; school events will run thru the 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 fundraising efforts outside of the advancement office generated fundraising, i.e., collecting, counting, depositing, and distributing funds, per BCHS and Archdiocese policy.**

## 1) PROCEDURES

- A.) A clear fundraising plan is submitted with direction from the club moderator, team coach, or department supervisor) using the **Fundraising Form** to the Advancement office for committee review and approval.
- B.) Once approved, communication to all areas involved (i.e., cafeteria, classroom, gym), including the facilities manager, is expected and is the responsibility of the sponsoring group.
- C.) Promotion of the event will run through the Marketing and Communications office (K. Lucas) via the **Promo form** found at [www.bishopchatard.org/promo/](http://www.bishopchatard.org/promo/).
- D.) After 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.

## 2) 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 (Mulch, raking leaves)  
Car wash  
Babysitting for kids  
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 advancement fundraising)  
Auction style fundraising (this is reserved for advancement fundraising)  
Purchasing items to resell for profit (such as T-shirts)

- 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 any part of it should never be assumed by the fundraising group but will only be granted by way of the application process.

## 3) 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 are 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/](http://www.bishopchatard.org/promo/). A signed approved fundraising form is necessary.

Summer 2022