

## Sacred Heart School Fundraising Request Policy

For adoption beginning the 2015-2016 school year

In the mid 1990’s, Sacred Heart School introduced the development concept, which emphasizes the meaningful involvement of people in our mission. It’s a way of life that SHS is re-adopting. Development is the act of informing, involving, inviting and uniting people every day into the life of the school and parish. Through that unified involvement, we are able to develop and advance our mission and vision for the benefit of our entire school community. We are all an integral part of development.

**In keeping with Diocesan fundraising guidelines and the development spirit of unity and collaboration, the following fundraising policy has been approved by the Sacred Heart School Board of Education (SHBOE).** The policy, focuses on:

- **Anchoring** ourselves in our mission and vision with all that we do
- **Building** fundraising efforts around a TEAM culture – **“Together Everyone Achieves More.”**
- **Fostering** stronger communication, collaboration and coordination among our school organizations
- **Growing** our school’s operational budget to finance school clubs/programs and reducing our dependency on fundraising
- **Acting** strategically for long-term success
- **Addressing** the desires of our SHS families to be respectful of their time and resources

**This policy categorizes fundraising activities into three classifications:**

Activity	Defined as ...	Examples
<b>Fundraising</b>	Any activity where money is earned through selling of an item.	Selling magazines and cookie dough; selling raffle tickets; bake sales; selling tickets to an event or dinner
<b>Service / Charity</b>	Any activity where proceeds earned are directed to another person or organization in need.	Dress Down Days for charity; selling t-shirts for a family in need; food drive for Open Door
<b>Work-to-Earn</b>	Any activity where labor is volunteered in exchange for payment.	Acting as clean up crew at an event for a stipend; working at El Tapitio to earn portion of food sales

Coordinators of any school-related fundraising activity – regardless of the category it falls in – must receive approval by the Principal. Organizers are responsible for completing and submitting the SHS Fundraising Request Form to the Development Director for review by the Principal and SHBOE. The Principal and SHBOE reserve the right to accept or deny any fundraising proposals. Exceptions to this policy may be granted per the discretion of the principal and priests. All fundraisers occurring on an annual basis must be renewed annually. Fundraising will be kept to a minimum. No correspondence may be sent to anyone concerning fundraisers that have not received approval. Any correspondence/flyers using Sacred Heart School logos, or referencing Sacred Heart must be submitted to the Development Director and approved by the Principal before distribution.

**The SHS Fundraising Request Form must be completed and returned by the following dates:**

- The last Monday in September for any fundraiser taking place October through January.
- The last Monday of December for any fundraiser taking place February through September.

**The following criteria will be considered before approval is granted:**

- Our School’s Annual Fund Drive and Sacred Heart Bazaar receive top priority. These appeals are critical to our operational budget and in keeping tuition at an affordable rate. As such:
  - Blackout dates for fundraisers will fall on and around the Sacred Heart Bazaar and Annual Fund Drive.
  - Work-to earn opportunities are available throughout the Foundation Annual Fund Drive and Sacred Heart Bazaar.
- Work-to-earn activities to generate money are greatly preferred.
- SHS is focused on growing our school’s operational budget to finance school clubs/programs. For this reason, organizations are expected to provide annual budgetary information to the Principal by December for the next school year.
- Fundraisers should not overlap in timing or method.
- The purpose for a fundraiser shall be evaluated with consideration given to its impact on the school or school activity.
- Consideration will be given to the audience(s) being targeted for the fundraiser.